



## Legislation Text

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**File #:** 18-0022, **Version:** 1

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**DATE:** December 23, 2017

**TO:** Board of Mayor and Aldermen

**FROM:** Eric Stuckey, City Administrator  
Kristine Tallent, Assistant City Administrator / CFO  
Lisa Clayton, Parks Director  
Brian Wilcox, Purchasing Manager

**SUBJECT:**

\*Consideration Of Procurement Award To Landscape Services, Inc. Of Nashville, Tennessee In The Estimated Total Amount Of \$247,140 Per Year For A Term Of Award For Mowing And Related Contract Services For Certain City Parks And Certain Other City-Owned Properties For A Term Of Award For The Parks Department (Purchasing Office Procurement Solicitation No. 2018-007; Contract No. 2017-0371) (Deferred from 01/09/18 WS and 01/23/18 BOMA)

**Purpose**

The purpose of this procurement is to purchase mowing and related contract services for certain City parks and certain other City-owned properties for a term of award. Staff recommends outsourcing these routine maintenance responsibilities of the Parks Department for these locations due to the difficulty of hiring seasonal employees in the current labor market.

**Background**

The City published on November 9, 2017 a Notice to Bidders in the *Williamson Herald* for mowing and related contract services for certain City parks and certain other City-owned properties for a term of award (Purchasing Office Solicitation No. 2018-007). In addition, bid documents were sent on or about the same date directly to 21 potential bidders known or thought to be interested in this solicitation. Bids from three (3) vendors were publicly opened at the bid opening held on December 12, 2017. A tabulation of the bids received for this solicitation is attached.

The mowing services are to be rendered at the following thirteen (13) jobsites:

1. The Park at Harlinsdale Farm - 239 Franklin Rd.
2. Liberty Park - 2080 Turning Wheel Lane.
3. Jim Warren Park - 705 Boyd Mill Ave.
4. Old Liberty Pike Neighborhood Park - 204 Old Liberty Pike.
5. 117 Ewingville Drive.
6. 119 Ewingville Drive.
7. 124 Ewingville Drive.

8. 127 Ewingville Drive.
9. 1140 Thompson Alley.
10. Ladd Park Canoe Launch - 5007 Ryecroft Lane.
11. 131 Daniels Drive.
12. Open Space near Daniels Drive.
13. Nissan Walking Trail.

### **Financial Impact**

The apparent lowest, most responsive and responsible bid, from Landscape Services, Inc. (LSI) of Nashville, Tennessee, is in the estimated total amount of \$247,140 per year for the specified services for a term of award of three (3) mowing seasons of 2018, 2019 and 2020, with two (2) options to extend the term of award for the mowing seasons of 2021 and 2022, each time for up to one (1) additional mowing season, for a maximum possible term of award of five (5) mowing seasons total. This bid was identified because it is the lowest bid that meets or exceeds the City's intention as expressed and implied by the City's specifications as well as the instructions, terms and conditions pertaining to this procurement solicitation.

Although the Parks Department budget for FY2018 includes some funding for outsourcing the mowing of some of the smaller properties listed above, it does not include outsourcing such services for all of them. Instead, the budget includes funding for hiring seasonal employees to operate City equipment to mow jobsite nos. 1-3. If the Board of Mayor and Aldermen approves the procurement award as recommended below, then staff would prepare a budget amendment as needed for FY2018 that would reflect the recommended procurement award. Note that the term of award would run beyond FY2018.

### **Options**

In accordance with the bid documents, the City reserves the right to reject any and all bids.

### **Recommendation**

Staff recommends that the City accept, contingent upon Law Department and City Administrator approval of City Contract No. 2017-0371, the apparent lowest best bid, from LSI of Nashville, Tennessee, in the estimated total amount of \$247,140 per year for the specified services for a term of award, and award this procurement to this bidder. Purchasing Manager Brian Wilcox believes the prepared specifications as distributed allowed for competition among multiple vendors, and that the staff recommendation appears to be made in a fair and impartial manner based upon the bids received. Contract No. 2017-0371 is not yet in final form and therefore is not attached. When it is in final form, and if the staff recommendation to accept the bid from and award the procurement to LSI is approved by the Board of Mayor and Aldermen, then, pursuant to authority previously granted by the Board of Mayor and Aldermen, Contract No. 2017-0371 will be executed by the City Administrator and reported to the Board of Mayor and Aldermen.