



Legislation Text

File #: 18-0021, **Version:** 1

DATE: December 23, 2017

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Kristine Tallent, Assistant City Administrator / CFO
Brad Wilson, Facilities and Project Manager
Brian Wilcox, Purchasing Manager

SUBJECT:

Consideration Of Procurement Award To Swift Lawn & Land, Inc. Of Franklin, Tennessee In The Estimated Total Amount Of \$26,133 Per Year For A Term Of Award For City Facility Landscaping And Related Contract Services For A Term Of Award For The Facilities Department (Purchasing Office Procurement Solicitation No. 2018-008; \$32,000 Budgeted In 110-82599-41320 For Fiscal Year 2018; Contract No. 2017-0372) (01/09/18 WS)

Purpose

The purpose of this procurement is to purchase City facility landscaping and related contract services for a term of award.

Background

The City published on November 9, 2017 a Notice to Bidders in the *Williamson Herald* for City facility landscaping and related contract services for a term of award (Purchasing Office Solicitation No. 2018-008). 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 five (5) 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 City facility landscaping and related contract services are to be rendered at the following three (3) City facilities:

1. Police headquarters at 900 Columbia Avenue;
2. former Water Management Department headquarters at 405 Hillsboro Road; and
3. former Streets Department headquarters at 108 Southeast Parkway

Financial Impact

The apparent lowest, most responsive and responsible bid, from Swift Lawn & Land, Inc. of Franklin, Tennessee, is in the estimated total amount of \$26,133 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. The Facilities Department budget for fiscal year 2018 allocates \$32,000 out of the General Fund for this purchase, some of which was spent last mowing season. The Swift Lawn & Land bid amount is an estimated \$5,867 (18%) under budget. 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. 2017-0372, the apparent lowest best bid, from Swift Lawn & Land, Inc. of Franklin, Tennessee, in the estimated total amount of \$26,133 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. 2017-0372 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 Swift Lawn & Land is approved by the Board of Mayor and Aldermen, then, pursuant to authority previously granted by the Board of Mayor and Aldermen, Contract No. 2017-0372 will be executed by the City Administrator and reported to the Board of Mayor and Aldermen.