



City Council Report

Date: January 28, 2019
To: City Council
Through: Michael Kennington, Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: Three-Year Term Contract with Two Years of Renewal Options for Turfgrass Renovation, Removal, Preparation and Installation Services for the Parks, Recreation and Community Facilities Department **(Single Proposal Response) (Citywide)**

Recommendation

Council is requested to approve the award as recommended.

A committee representing the Parks, Recreation and Community Facilities Department and Purchasing evaluated responses. The evaluation committee recommends awarding the contract to the single and qualified proposal from Underwood Brothers Company, dba AAA Landscape at \$388,000 annually with an annual increase allowance of up to 5% or the adjusted Consumer Price Index.

Background / Discussion

This contract will provide turfgrass renovation services to include the removal and installation of turfgrass sod materials, hydroseeding and/or hydrosprigging, as well as the aerification of sports field and park turf areas per specifications for the Parks Recreation and Community Facilities Department. The Contractor will remove and replace various turfgrass sod materials for the City on an as needed basis when requested.

The City received a single proposal. This is the City's second attempt to receive responses as the City did not receive any responses the first time soliciting. The committee evaluated the single response based on the evaluation criteria in the solicitation. Their pricing appears to be fair and reasonable. The Request for Proposal solicitation was solicited to over seven hundred registered vendors and on the street for more than four weeks which was more than adequate time for vendors to respond. A non-mandatory pre-proposal meeting was held which had two vendors in attendance. Award is being recommended to the single and qualified proposal, Underwood Brothers Inc. dba AAA Landscape. The evaluation committee unanimously agreed on the recommendation.

Purchase Information

Action: Award
Procurement Type: Request for Proposals
Contract Number: 2019019
Local Consideration: Policy did not apply to this procurement method

Protests Received: None

Initial Contract Term: Three years

Possible Renewals: Up to a maximum of two years, renewals subject to Administrative review and approval

Funding Source: Parks, Recreation and Community Facilities Department – Facilities Maintenance operating budget

Single Proposal Response

Underwood Brothers Company, dba AAA Landscape (Recommended)