

**Columbus Consolidated Government  
Council Meeting Agenda Item**

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	Grounds Maintenance Services II (Annual Contract) – RFP No. 24-0008
<b>INITIATED BY:</b>	Finance Department

It is requested that Council authorize the execution of annual contracts with Four Seasons Lawn Care (Columbus, GA) for areas 1 and 6 and with Landscape Workshop Columbus (Columbus, GA) for area 8 for routine grounds maintenance services on weekly, monthly and yearly schedules. The Public Works Department budgets approximately \$2,400,000.00 annually for services in all nine (9) grounds maintenance areas.

Resolution No. 253-23 authorized the execution of annual contracts with Four Seasons Lawn Care (Columbus, GA) for areas 1, 6 and 8 (as a future option) and with Landscape Workshop Columbus (Columbus, GA) for Areas 2,3,4,5,7, and 9 (as a future option) for routine grounds maintenance services on weekly, monthly and yearly schedules. Before the contract could be executed with Four Seasons Lawn Care, for its portion of the award, it was brought to the attention of the Purchasing Division that the owner of Four Seasons Lawn Care did not disclose that he was a City employee, pursuant to the Columbus, Georgia Code *Part I – Charter, Appendix Two Code of Ethics and Prohibited Practices*. Based on this finding and subsequent consultation with the City Attorney’s Office, the Purchasing Division determined the most ethical and equitable approach to resolving the issue was to cancel the contract prior to execution and readvertise for the areas awarded to Four Seasons Lawn Care. The Areas awarded to Four Seasons Lawn care were advertised in RFP No. 24-0008 which was issued on September 12,2023. The Four Seasons owner resigned his City position effective September 24, 2023, and the Purchasing Division confirmed that the owner’s resignation was effective prior to the date the owner submitted his proposal.

The Public Works Department manages ground maintenance sites in nine (9) areas in Muscogee County. These areas enhance the appearance of major road arteries and high visibility areas and improve the quality of life for citizens. The contractors will provide fertilizing, weekly mowing, edging, weed control, irrigation, pruning, mulching, disease and insect control, etc., at the below listed areas under solicitation for this RFP:

- Area 1: I-185 Interstate Sites
- Area 6: Median and Roundabout Sites
- Area 8: Resting Gardens/Cemeteries

The contract term shall be for two years with the option to renew for three additional twelve-month periods. The contract renewals shall be contingent upon the mutual agreement of the City and the Contractors.

**RFP Advertisement and Receipt of Proposals:**

RFP specifications were posted on the web pages of the Purchasing Division, the Georgia Procurement Registry and DemandStar on September 12, 2023. This RFP has been advertised, opened and evaluated. Three proposals were received on September 26, 2023, from the following vendors:

- Four Seasons Lawn Care (Columbus, GA)**
- Landscape Workshop Columbus (Columbus, GA)**
- Villegas Enterprises, Inc. dba Outdoor Solutions (Columbus, GA)**

The following events took place after receipt of proposals:

<b>RFP MEETINGS/EVENTS</b>		
<b>Description</b>	<b>Date</b>	<b>Agenda/Action</b>
Combined Pre/1 <sup>st</sup> Evaluation Committee Meeting	10/02/23	The Purchasing Manager advised evaluation committee members of the RFP rules and process, the project manager provided an overview of the contract requirements, and the committee members discussed each proposal. The committee determined clarification was not required.
Evaluation Forms Sent	10/02/23	Evaluation forms were forwarded to voting committee members.
Evaluation Results	10/04/23	Evaluation forms were completed and returned to Purchasing for compilation results, which were then forwarded to the Evaluation Committee members for review.
2 <sup>nd</sup> Evaluation Committee Meeting	10/04/23	Committee members discussed evaluation results and the voters unanimously recommended award to the two highest-ranking contractors: Four Seasons Lawn Care and Landscape Workshop Columbus.

**Evaluation Committee:**

The proposals were reviewed by the Evaluation Committee, which consisted of three voting members from the Public Works Department, one voting member from the Inspections & Code Department, and one voting member from the Parks and Recreation Department.

Two additional representatives from the Public Works Department served as non-voting advisors.

**Award Recommendation:**

The voting committee members unanimously recommended awarding the contract to the two highest-ranking contractors for the following reasons:

- **Four Seasons Lawn Care**

- The contractor has a stellar reputation for doing outstanding work.
  - The service plan was organized and presented based on locations, and the needs of that location, as well as standard requirements.
  - The contractor has been servicing the Columbus area for more than 15 years.
  - The proposed rates are comparable to those of the other responding contractors.
- o Qualifications/Experience:
- The company has provided commercial landscaping services to the Columbus/Phenix City area for over 15 years.
  - The company is currently licensed by the Georgia Department of Agriculture as both a Pesticide Contractor and a Commercial Applicator.
  - Four Seasons Lawn Care possesses a current certification as a drug-free workplace by the State Board of Workers' Compensation.
- *Staff Horticulturist:*
- Over 10 years of experience in landscaping/grounds maintenance services.
  - Bachelor of Science in Horticulture (Auburn University)
  - Licenses include Alabama Ornamental and Turf Pesticide Applicator (Custodial) and Alabama Setting of Landscaping Plants.
  - Honorable discharge from the United States Navy.
  - Navy Achievement medal for exemplary performance.
- *Foreperson/Quality Control Employee*
- Possesses a Georgia Department of Transportation (GDOT) commercial driver's license.
  - Is a licensed commercial pesticide applicator.
  - Over 15 years of landscaping experience.
- Below are the last three clients for which the firm has provided similar services:
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|--|-------------|
| <u>Columbus Consolidated Government</u><br>Grounds maintenance services.       | 2017 - 2023 |
| <u>Allen Development Group (Columbus, GA)</u><br>Grounds maintenance services. | 2016 - 2023 |
| <u>Greystone Properties</u><br>Grounds maintenance services.                   | 2014 - 2019 |
- **Landscape Workshop Columbus**
    - The company has 38 years of landscaping experience and has been servicing the City of Columbus for more than 25 years.

- The service plan is very detailed; including the schedule, locations and type of equipment to be used.
  - The company has a wide range of client work history.
  - The cost proposal is comparable to that of other landscape contractors.
- Qualifications/Experience:
- Founded in 1984 in Birmingham, AL, Landscape Workshop has 23 branch operations that serve clients across the southeast.
  - The company is currently licensed by the Georgia Department of Agriculture as both a Pesticide Contractor and a Commercial Applicator.
  - Landscape Workshop possesses a current certification as a drug-free workplace by the State Board of Workers' Compensation.
  - The company is a member of the National Association of Landscape Professionals.
- *Staff Horticulturist:*
- Is currently certified as a commercial applicator for categories 24 and 27 by the Georgia Department of Agriculture.
  - Was president of A Cut Above Landscape Management from 1993 – 2021.
  - Experience working with local, county, state and federal government agencies.
- *Foreperson/Quality Control Employee*
- Will serve as the account manager.
  - Has been in the landscaping services for over 25 years.
  - Currently manages the City's JR Allen Parkway sites, Victory Drive sites and other locations.
- Below are the last three clients for which the firm has provided similar services:
- AFLAC (Columbus, GA) 2022 - 2024  
Full-service grounds maintenance for approximately 100 acres, including landscape maintenance, enhancements, irrigation services, turf treatment/pest control, annual color and pine straw installation.
- Piedmont Hospitals (Columbus, GA) 2014 - 2024  
High-detail contract for multiple, large Piedmont properties, including the Medical Center, Northside Hospital, John B. Amos Cancer Center and Doctor's Hospital.
- Columbus Water Works 2014 - Ongoing  
Landscape maintenance services for approximately 15 large sites of the Columbus Water Works North, South, and Fort Moore properties including irrigation, annual color and turf management. Also provide landscape

maintenance services for approximately 90 smaller sites (water tanks, pump stations, boosters, and lift stations).

The City's Procurement Ordinance Article 3-110 (Competitive Sealed Proposals for the procurement of Equipment, Supplies and Professional Services) governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information have been submitted to the City Manager in a separate memo for informational purposes.

Funds are budgeted each fiscal year for this ongoing expense for areas 1 and 6 as: Paving Fund - Public Works – Landscape and Forestry – Contractual Services; 0203-260-3120-ROWM-6319. Funds are available in FY2024 for this expense for area 8 as: Cemetery Perpetual Care Fund - Public Works – Linwood, Riverdale, Porterdale Cemetery – Contractual Services; 0975-260-3610,3620,3630-LNWD,RVRD,PRDL-6319 and 0101-260-2600-CEME-6319 as an ongoing expense.

**A RESOLUTION**

**NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE EXECUTION OF ANNUAL CONTRACTS WITH FOUR SEASONS LAWN CARE (COLUMBUS, GA) FOR AREAS 1 AND 6 AND LANDSCAPE WORKSHOP COLUMBUS (COLUMBUS, GA) FOR 8 FOR ROUTINE GROUNDS MAINTENANCE SERVICES ON WEEKLY, MONTHLY AND YEARLY SCHEDULES. THE PUBLIC WORKS DEPARTMENT BUDGETS APPROXIMATELY \$2,400,000.00 ANNUALLY FOR SERVICES IN ALL NINE (9) GROUNDS MAINTENANCE AREAS.**

**WHEREAS**, on September 12, 2023, grounds maintenance services for areas 1, 6 and 8 were advertised as RFP No. 24-0008 and three proposals were received by the due date of September 26, 2023; and,

**WHEREAS**, the proposals submitted by Four Seasons Lawn Care and Landscape Workshop Columbus were deemed responsive to the RFP, and;

**WHEREAS**, the contract term shall be for two years with an option to renew for three additional twelve-month periods. The contract renewals will be contingent upon the mutual agreement of the City and the Contractors, 2023. Services are also required to stabilize and protect the Dragonfly Trails concrete ramp footings that were damaged by flooding.

**NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:**

That the City Manager is hereby authorized to execute annual contracts with Four Seasons Lawn Care (Columbus, GA) for areas 1 and 6 and with Landscape Workshop Columbus (Columbus, GA) for area 8 for routine ground maintenance services on weekly, monthly and yearly schedules. The Public Works Department budgets approximately \$2,400,000.00 annually for services in all nine (9) grounds maintenance areas. Funds are budgeted each fiscal year for this ongoing expense for areas 1 and 6 as: Paving Fund - Public Works – Landscape and Forestry – Contractual Services; 0203-260-3120-ROWM-6319. Funds are available in FY2024 for this expense for area 8 as: Cemetery Perpetual Care Fund - Public Works – Linwood, Riverdale, Porterdale – Contractual Services; 0975-260-3610,3620,3630-LNWD,RVRD,PRDL-6319 and 0101-260-2600-CEME-6319 as an ongoing expense.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the \_\_\_\_\_ day of \_\_\_\_\_, 2023 and adopted at said meeting by the affirmative vote of \_\_\_\_\_ members of said Council.

Councilor Allen voting \_\_\_\_\_  
Councilor Barnes voting \_\_\_\_\_  
Councilor Begly voting \_\_\_\_\_

Councilor Cogle voting \_\_\_\_\_  
Councilor Crabb voting \_\_\_\_\_  
Councilor Davis voting \_\_\_\_\_  
Councilor Garrett voting \_\_\_\_\_  
Councilor Huff voting \_\_\_\_\_  
Councilor Thomas voting \_\_\_\_\_  
Councilor Tucker voting \_\_\_\_\_

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Sandra T. Davis, Clerk of Council

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B.H. "Skip" Henderson III, Mayor