

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Grounds Maintenance Services (Annual Contract) – RFP No. 23-0013
INITIATED BY:	Finance Department

It is requested that Council authorize 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. The Public Works Department budgets approximately \$2,400,000.00 annually for the services.

The Public Works Department manages grounds maintenance sites in nine 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 nine areas:

- Area 1: I-185 Interstate Sites
- Area 2: J. R. Allen Parkway/Sam Wellborn Parkway Sites
- Area 3: Downtown/Historic Sites
- Area 4: Inner City Mini-Gateway Sites
- Area 5: Pedestrian and Tourist Sites
- Area 6: Median and Roundabout Sites
- Area 7: Administrative and Recreational Facilities
- Area 8: Resting Gardens/Cemeteries (*contingent upon funding availability*)
- Area 9: Fire Stations (*contingent upon funding availability*)

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.

Annual Contract History:

The previous five-year contract was awarded on November 28, 2017 (Resolution No. 401-17) to A Cut Above Landscape Management (Fortson, GA), M. V. Holmes, LLC dba Four Seasons Lawn Care (Columbus, GA) and Villegas Enterprises, Inc. d/b/a Outdoor Solutions (Columbus, GA). The contract was set to expire on May 31, 2022, but at the request of the Public Works Department and in accordance with Article 3-109 (Annual Contracts: Price Agreement and Service Contracts) of the Procurement Ordinance, the contract was extended through June 30, 2023.

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 November 9, 2022. This RFP has been advertised, opened and evaluated. Six proposals were received on December 30, 2022 from the following vendors:

- Four Seasons Lawn Care (Columbus, GA)**
- Landscape Workshop Columbus (Columbus, GA)**
- Columbus in Color, Inc. (Columbus, GA)
- Express Pressure Washing (McDonough, GA)
- Villegas Enterprises, Inc. dba Outdoor Solutions (Columbus, GA)
- Patriot Containers & Services (Columbus, GA)

The following events took place after receipt of proposals:

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action
Pre-Evaluation Meeting	03/10/23	The Purchasing Manager advised evaluation committee members of the RFP rules and process, and the project manager provided an overview. Proposals were disbursed to each committee member to review.
1 st Evaluation Meeting	03/27/23	Committee members discussed the proposals and determined that clarification, as well as pricing for additional sites, was required from the contractors that submitted proposals for certain areas.
Clarification/Additional Pricing Requested	04/21/23	Requests for clarification were forwarded to the respective contractors for certain areas.
Clarification/Additional Pricing Received	05/02/23	Clarification and additional pricing responses received and forwarded to the evaluation committee.
Evaluation Forms Sent	05/03/23	Evaluation forms were forwarded to voting committee members.
Evaluation Results	05/15/23	Evaluation forms were completed and returned to Purchasing for compilation results, which were then forwarded to the Evaluation Committee members for review.
2 nd Evaluation Meeting	05/26/23	Committee members discussed the evaluation results and the voting committee members unanimously determined negotiations were required of the two highest scoring contractors.
Best and Final Offers Requested	06/07/23	Best and final offers were requested from the two highest scoring contractors.

Best and Final Offers Received	06/13/23	Best and final offers were received from the two highest scoring contractors. The information was forwarded to the evaluation committee.
3 rd Evaluation Meeting	06/20/23	Committee members briefly discussed the best and final offers. After the meeting, the voters submitted their award recommendation; the majority of the voters recommended award to the two highest ranking firms: Four Seasons Lawn Care and Landscape Workshop Columbus.

Evaluation Committee:

The proposals were reviewed by the Evaluation Committee, which consisted of one voting member from the Columbus Fire and EMS Department and two voting members from the Public Works Department.

Two additional representatives from the Public Works Department served as alternate voters and two additional representatives from the Public Works Department served as non-voting advisors.

Award Recommendation:

The majority of the voting committee members recommended awarding the contract to the two highest-ranking contractors for the following reasons.

- **Four Seasons Lawn Care**
 - The service plan and cost proposal were very detailed.
 - The vendor has a good work history with Columbus Consolidated Government.
 - The vendor listed a lot of [available] equipment. Their repeated phrase of “handle as priority” is much welcomed.
 - Qualifications/Experience:
 - The company has provided commercial landscaping services to the Columbus/Phenix City area for over 10 years.
 - The company is currently certified as a pesticide contractor for categories 24, 27 and 41 by the Georgia Department of Agriculture.
 - Four Seasons Lawn Care possesses a current certification as a drug-free workplace by the State Board of Workers’ Compensation.
 - *Staff Horticulturist:*
 - 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 drivers license.
- Is a licensed commercial pesticide applicator.
- 15 years of landscaping experience.
- Below are the last three clients for which the firm has provided similar services:

Columbus Consolidated Government 2017 - Present
Grounds maintenance services.

Allen Development Group (Columbus, GA) 2016 - Present
Grounds maintenance services.

Greystone Properties 2014 - Present
Grounds maintenance services.

- **Landscape Workshop Columbus**

- The vendor has a great service plan, which is very detailed.
- The vendor has a lot of experience and an impressive client work history.
- The vendor’s vehicles and employee uniforms are well identified.
- Qualifications/Experience:
 - Founded in 1984 in Birmingham, AL, Landscape Workshop has over 35 years of landscape experience. Since then, the company has opened 11 additional branch locations, with 700 full-time employees.
 - The company is currently certified as a pesticide contractor for categories 24, and 27 by the Georgia Department of Agriculture.
 - Landscape Workshop possesses a current certification as a drug-free workplace by the State Board of Workers’ Compensation.
 - *Staff Horticulturist:*
 - Is currently certified as a commercial applicator for categories 24 and 27 by the Georgia Department of Agriculture.
 - Has 20 years of experience working on the City’s Gateway sites.
 - Has been in landscaping services for 25 years.
 - *Foreperson/Quality Control Employee*
 - Will serve as the account manager.
 - Has been in landscaping services for 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
Grounds maintenance services 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
Full-service contract for Piedmont properties, including the Medical Center, Northside Hospital, John B. Amos Cancer Center and Doctor's Hospital.

Columbus Water Works 2014 - Present
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: Public Works – Landscape and Forestry – Contractual Services; 0203-260-3120-ROWM-6319.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING 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. THE PUBLIC WORKS DEPARTMENT BUDGETS APPROXIMATELY \$2,400,000.00 ANNUALLY FOR THE SERVICES.

WHEREAS, an RFP was administered (RFP No. 23-0013) and six proposals were received; 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 period. The contract renewals will be contingent upon the mutual agreement of the City and the Contractors.

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 with the option to add area 8 in the future; and with Landscape Workshop Columbus (Columbus, GA) for areas 2, 3, 4, 5 and 7 with the option to add area 9 in the future for routine grounds maintenance services on weekly, monthly and yearly schedules. The Public Works Department budgets approximately \$2,400,000.00 annually for the services. Funds are budgeted each fiscal year for this ongoing expense: Public Works – Landscape and Forestry – Contractual Services; 0203-260-3120-ROWM-6319.

_____ 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

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson III, Mayor