



# City of Eustis

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TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: October 5, 2023

RE: Resolution Number 23-85: Approval of Public Works Annual Purchases in Excess of \$50,000

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## **Introduction:**

The City Purchasing Ordinance requires that City Commission approve any purchase exceeding \$50,000. Resolution Number 23-85 authorizes eight (8) annual purchases in excess of \$50,000 each for products and services that are essential to the daily operations of the Public Works Department.

## **Background:**

1. The Public Works Department expects to spend in excess of \$50,000 for tree maintenance services during fiscal year 2023-2024, providing on an as-needed basis: tree trimming, tree removal, stump grinding, emergency tree services, stacking or removal of cut trees and certified arborist evaluations within the City's right-of-way. Tip Top Tree Experts is the service provider on contract. They have agreed to honor their current price through January 28, 2024. The estimated cost of their services is over \$50,000, which was included in the approved budget for this fiscal year.
2. The Public Works Department has always utilized temporary labor services to some extent to allow for the adjustment of workforce capabilities for various projects. The Department utilizes the laborers for a range of tasks when deemed safe and cost effective. The proposed vendor is People Ready based on the low quote of \$18.88/hour for semi-skilled labor. The cost of these services will exceed \$50,000 and was included in the approved budget for the 2023-2024 fiscal year.
3. The Public Works Department expects to spend in excess of \$50,000 for lime rock to complete the fiscal year 2023-2024 resurfacing projects and other projects, which may arise throughout the fiscal year. There was one response out of three requests. The vendor is Dixie Lime & Stone Company, the same company that was the proposed supplier last year. The second vendor is Cemex, which will be used for occasional shortage of product or competitive pricing.
4. The Public Works Department requires the rental of a milling machine, with crew, to mill various City streets, as part of the 2023-2024 street resurfacing plan. The lowest of three quotes received was from Turtle Southeast. The estimated cost for this service is over \$50,000 to meet this year's resurfacing schedule, which was included in the approved budget for this fiscal year. Staff is requesting to award the contract to Turtle Southeast.
5. The Public Works Department requires the application of an asphalt-rejuvenating agent (resealing) on various streets as part of the 2023-2024 street maintenance plans. Pavement Technology, Inc. is the contracted service provider, piggybacked with Volusia County. The estimated cost of their services is over \$50,000 per year, which was included in the approved budgets for the prior and current fiscal years.

6. The Public Works Department uses two different qualities of mulch during the year. Cypress Landscaping Mulch is used for general purposes throughout the City's landscaping. For children's playground mulch a better quality is used, ADA Approved Certified Engineered Wood Fiber Playground Mulch. Boyett Mulch & Timber is the lowest quote out of two responding vendors with a proposed cost of \$22.00 per cubic yard for Cypress Mulch and \$24.00 per cubic yard for playground mulch. The purchase of mulch was included in the approved budget for this fiscal year.
7. Bid #005-20 awarded Helping Hand Lawncare, Inc. the contract for mowing and grounds maintenance services to assist with the burden of maintaining all the properties within the City; providing a full range of grounds maintenance to the public parks, medians, soccer field, and other City of Eustis owned properties within the City limits. Staff has an approved budget of \$100,000 for fiscal year 2023-2024 for Mowing and Grounds Maintenance Services.
8. The approved 2023-24 CIP Budget includes funds to replace the tables and benches throughout the City Parks. The cost will exceed \$50,000 for this project. The Eustis Purchasing Department researched companies that specialize in site furnishing and secured a contract with Tree Top Products by piggybacking contract number 230301 through Tips USA.

The City purchasing policies require that the Commission approve any purchase that exceeds \$50,000.

**Recommended Action:**

Staff recommends approval of this resolution.

**Alternatives:**

1. Approve the Resolution.
2. Defeat or defer the Resolution.

**Discussion of Alternatives:**

1. Alternative 1 approves Resolution Number 23-85 and authorizes blanket purchase orders for the twelve (12) expenditures listed above.

Advantages:

- The City can proceed with uninterrupted maintenance processes.
- The City will carry on with its daily schedules to keep our city clean, the roads and sidewalks safe and maintained, the trees healthy and our parks appealing.

Disadvantages:

- There are no disadvantages to approving the resolution.

2. Alternative 2 defeats Resolution Number 23-85

Advantages:

- There is no advantage to denying the resolution because the products and services are required to keep the City running smoothly.

Disadvantages:

- The cost to maintain operations and process requirements could increase and place delays on scheduled maintenance throughout the City.

**Budget/Staff Impact:**

The funds for the proposed purchases have been included in the approved Fiscal Year 2023-2024 budget.

**Prepared By:**

Sally Mayer, Administrative Assistant – Public Utilities

**Reviewed By:**

Greg Dobbins, Deputy Director of Public Utilities

**Attachments:**

Resolution Number 23-85

- Quote Comparisons Available Upon Request