



City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: EUSTIS CITY COMMISSION

FROM: Tom Carrino, City Manager

DATE: January 19, 2023

RE: Resolution Number 23-10: Approval of Annual Purchases in Excess of \$50,000 for Products and Services that are Essential for the Public Works Daily Operations

Introduction:

The City Purchasing Ordinance requires that City Commission approve any purchase exceeding \$50,000. Resolution Number 23-10 authorizes two (2) annual purchases in excess of \$50,000 each for 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 2022-2023, 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 and the estimated cost of their services is over \$50,000, which was included in the approved budget for this fiscal year.
2. In 2020, at the request of Eustis City Commission, the Eustis Purchasing Department advertised Bid #005-20 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. Helping Hand Lawncare, Inc. submitted the lowest bid and was awarded the contract. Staff has an approved budget of \$100,000 for fiscal year 2022-2023 for Mowing and Grounds Maintenance Services.

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

Recommended Action:

Staff recommends approval of this resolution.

Policy Implications:

n/a

Alternatives:

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

Discussion of Alternatives:

1. Alternative 1 approves Resolution Number 23-10 and authorizes blanket purchase orders for the two (2) expenditures listed above.

Advantages:

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

Disadvantages:

- There are no disadvantages to approving the resolution.

2. Alternative 2 defeats Resolution Number 23-10

Advantages:

- There is no advantage to denying the resolution because the products and services are required to keep the City's landscape appealing.

Disadvantages:

- The cost to maintain the City's trees and grounds will increase beyond our budgeted funds.

Budget/Staff Impact:

The funds for the proposed purchases have been included in the approved Fiscal Year 2022/2023 budget.

Prepared By:

Sally Mayer, Administrative Assistant – Public Utilities

Reviewed By:

Rick Gierok, P.E., Director of Public Works

Attachments:

Resolution Number 23-10