



Meeting Name: Town Council Meeting
Meeting Date: November 15, 2023
Prepared By: Steven J. Hallock, Public Works Director
Item Title: Landscape and Maintenance Services Bid Award

TOWN COUNCIL GOAL:

Improve Town beautification, safety and upkeep including a short-term (1-3 year) traffic/Road safety plan and a sidewalk plan. (Director of Public Works & Chief of Police)

DISCUSSION:

The Town's current landscape maintenance company, Complete Property Maintenance (CPM), terminated our contract effective December 1, 2023. As a result, a Request for Proposals (RFP) was drafted, and the following timeline implemented.

<u>Date/Time</u>	<u>Action/Activity</u>
October 13, 2023	RFP available on Town website and other links
October 23, 2023 at 11:00 AM	Non-mandatory Pre-Proposal Meeting
October 24, 2023 at 11:00 AM	Questions Due
October 30, 2023 at 11:00 AM	RFP Due
November 1, 2023 at 11:00 AM	Evaluation Committee Meeting
November 15, 2023 at 5:30 PM	Town Council Agenda Item – Award Consideration
December 1, 2023	Start of New Contract

In the past, landscape and maintenance services were split in different ways between Contractor(s) and Public Works Department Staff. The RFP attached contained:

- **Base Bid** – Tasks the current Contractor is performing.
- **Alternates** – Tasks the Public Works Department is performing.
- **Tree/Palm Trimming** – Last bid out to a separate Contractor in December 2020 but the Public Works Department trimmed around Pelican Lake, Kagan Park, Mercury Road, and Universe Blvd.
- **Additional Landscaping Tasks** - Unit costs if additional services are needed by the new Contractor.

The goal was to give the Town Council options on what tasks a Contractor should perform and what tasks the Public Works Department should perform.

A total of four (4) responses to the RFP were received, and the Evaluation Committee, consisting of Finance Director Ventura, Project Coordinator/Risk Manager Dobbins, and Public Works Director Hallock, met on November 1, 2023, to review, rank, and vet out the companies which submitted proposals to the Town's RFP. The minutes of this meeting with the backup documentation are attached. The overall ranking is as follows:

1. Terracon Services, Inc. (256)
2. Arazoza Brothers Maintenance (238)
3. Mainguy Landscape Services (227)
4. Brightview (185)

RECOMMENDATION:

The Town Staff is recommending Terracon Services, Inc. be awarded the following:

Base Bid: \$9,800 per month -\$117,600 per year,

Alternates \$4,300 per month - \$51,600 per year,

and Tree/Palm Trimming at a biannual cost of \$24,470,

for a total amount of \$193,670.00 with a 5% contingency of \$9,683.50 for additional services as needed. The total bid award will be \$203,353.50.

The 24-25 budget will be \$169,200.00 with a 5% contingency of \$8,460.00 for a total of \$177,660. This reduction in cost is because we are only performing "Tree/Palm Trimming" every other year.

The current FY 23-24 budget is \$78,468.00 so this will be a significant increase in spending. The main benefits will be one Contractor held accountable for all landscape and maintenance services and it frees up Public Works Department Staff to focus on other areas to meet the Town Council goal to improve Town beautification, safety, and upkeep.

Request a motion to enter into a 2 year contract with Terracon Services, Inc. as presented and increase the current year landscape maintenance budget from contingency in the amount of \$124,886.