

STAFF REPORT REGULAR MEETING

AGENDA DATE: August 6, 2024

DEPARTMENT: Public Works

TITLE:

Agreement with Marquez Landscape Inc. for Citywide Lawn & Landscape Maintenance Services

SUMMARY:

The contract authorizes the City to utilize Marquez Landscaping for the lawn and landscape maintenance of all city owned properties.

BACKGROUND AND JUSTIFICATION:

The city has 112 properties that require lawn and landscape services. The contract is for the related services for lawn and landscape care throughout the year. On March 26th the city received four (4) bids in response to Invitation for Bid IFB #24-103 Citywide Lawn and Landscape Maintenance Services. Upon review of the bids submittals, it was determined that Marquez Landscape Inc. was the lowest, most responsive and responsible bidder. The agreement is attached to this agenda item. The agreement is for an initial three (3) year term with two (2) additional one (1) year extensions, for a total possible term of five (5) years. The agreement is based upon unit price by location.

MOTION:

Move to approve/disapprove the Agreement with Marquez Landscape Inc. for Citywide Lawn & Landscape Maintenance Services

ATTACHMENT(S):

Fiscal Impact Analysis
Agreement
Bid Tab

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	2024	2025	2026	2027	2028
Inflows/Revenues					
Appropriated (Budgeted)	0	0	0	0	0
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
Outflows/Expenditures					
Appropriated (Budgeted)	\$59,892	0	0	0	0
Operating	0	\$300,634	\$300,634	\$300,634	\$300,634
Capital	0	0	0	0	0
Net Fiscal Impact					
<i>(If not budgeted)</i>	0	0	0	0	0
No. of Addn'l Full-Time					
Employee Positions	0	0	0	0	0

Contract Award - Existing Appropriation (Budgeted)	
	Expenditure
Department	Public Works
Division	General Fund Grounds, Stormwater and Beach
GL Description	Contractual Services
GL Account Number	001-5040-519-3450 - \$35,392; 408-5090-538.34-50 - \$13,500; 140-8074-575-3450 - \$11,000
Project Number	N/A
Requested Funds	\$59,892
Remaining Balance	\$0 (PO Balance)
Source of Revenue (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.)	Paygo/ Current Revenues

New Appropriation (Not Budgeted) Fiscal Impact:		
	Revenue Source	Expenditure
Department	General Fund & Beach	Public Works
Division	Revenues	Grounds and Beach
GL Description	Paygo (Various)	Contractual Services
GL Account Number	Paygo (Various)	001-5040-519-3450 - \$282,599.57, 140-8074-575-3450 - \$18,034.43
Project Number	N/A	N/A
Requested Funds	\$300,634	\$300,634
Remaining Balance	N/A	N/A