

DATE: March 1, 2024

TO: Melissa R. Marsh, City Manager

FROM: Tracee Miller, HR/Purchasing Assistant

RE: ITB 1068 – CDBG Lawn Services

In accordance with HUD regulations, the City posted a bid for CDBG funded lawn services. The bid was posted on the MITN online cooperative bidding system (www.mitn.info), where it was emailed to 399 vendors. Out of the 399 vendors who received notice online, 55 vendors downloaded the bid documents. On February 13, 2024, six (6) responsive electronic bids were opened. One bid from T's Outdoor Services was deemed unresponsive, as there were no documents fully uploaded to the MITN system.

The lowest qualified bidder is Capital Landscapes at \$23.00 per lot. Capital Landscapes received positive reference checks during the vetting process. Staff is looking forward to building a positive working relationship with Capital Landscapes as many of the references stated they were reliable with a keen sense of professionalism.

Staff and I would respectfully request that Council award the bid to the lowest responsible bidder Capital Landscapes for a one-year contract at the unit rate of \$23.00 per lot for the 2024 mowing season. We would also respectfully request that Council authorize the City to proceed to the next lowest qualified bidders, Zimmerman Lawn & Snow at unit pricing of \$24.00 per lot in the unlikely event that the contract with Capital Landscapes is cancelled due to non-performance or other issues.

Please let me know if you have any questions or concerns. Thank you for your consideration.