



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 03/28/2023

REQUESTER: Kelvin Winter

PRESENTER: Kelvin Winter, Code Compliance Supervisor

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2223-132: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND GIVENS PROPERTY MAINTENANCE, L.L.C., FOR MOWING, SECURING OF STRUCTURES, AND THE REMOVAL OF HEALTH NUISANCES FOR THE CODE COMPLIANCE DIVISION FROM APRIL 1, 2023, THROUGH MARCH 31, 2024.

BACKGROUND:

On February 15, 2023 a public notice was printed with a Request for Qualifications (RFQ) from contractors to provide abatement services related to mowing, securing of structures, and removal of health nuisances on private properties. Abatement work orders are issued upon failure of the property owners to abate nuisances after notification by the City Code Compliance Inspectors. Fees for service have been established by the City and the Request for Qualifications allows Staff to determine if the interested contractors have sufficient equipment and employees to address the City's work orders. The City prefers to have two abatement contractors under contract to address abatements in a timely manner.

DISCUSSION:

A mandatory pre-submittal meeting was held on Tuesday, February 21, 2023 at which time six contractors were in attendance.

The contractors are ranked with the most important emphasis placed upon the ability of the company to complete the work assigned within the time frame set by the City; previous residential/commercial/municipal work experience; summary of equipment; and number of key personnel and employees.

Those who expressed an interest in working for the City submitted proposals before the deadline of 4 p.m. on Wednesday, March 1, 2023, were:

Givens Property Maintenance, LLC, Oklahoma City, OK;
E & E Lawn Care, Inc., Oklahoma City, OK;
StormCo Construction, LLC, Goldsby, OK; and

A&T Property Management, LLC, Oklahoma City, OK.

Givens Property Maintenance, LLC scored the second highest of the four proposals submitted based upon the overall criteria and was selected as one of the abatement contractors for the City of Norman. Two abatement contractors are used to perform the Code Compliance abatements required. The highest scoring contractor was E & E Lawn Care, LLC and was the other abatement contractor selected.

RECOMMENDATION:

Based on the submitted qualifications and positive work history, Staff recommends that Contract K-2223-132 with Givens Property Maintenance, LLC be approved as a City of Norman mowing/securing/easement/nuisance abatement contractor for the contract period April 1, 2023 through March 31, 2024. Funds are budgeted for abatement in account number 10-00-4-40-152-0000-44114 (Mowing/Abatement).