



CITY OF NOVI CITY COUNCIL
APRIL 22, 2024

SUBJECT: Consideration of approval to award the contract for landscaping services on city-owned properties to KBK Landscaping for a one-year term with two one-year renewal options for \$232,390.

SUBMITTING DEPARTMENT: Integrated Solutions, Facilities Management Division

EXPENDITURE REQUIRED	\$232,390
AMOUNT BUDGETED	\$35,000 Landscaping Services Facilities \$15,000 Grounds Maintenance Civic Center \$25,000 Grounds Maintenance Police \$17,000 Grounds Maintenance Fire \$25,000 Grounds Maintenance DPW \$110,000 Landscaping Services Parks \$10,000 Tree Maintenance Parks \$237,000 Total Amount Budgeted
APPROPRIATION REQUIRED	\$0
LINE ITEM NUMBER	101-265.00-936.209 Landscape Services 101-265.00-936.300 Grounds Maint/Civic Center 101-265.00-936.301 Grounds Maint/Police 101-265.00-936.337 Grounds Maint/Fire 101-265.00-936.442 Grounds Maint/DPW 101-265.10-936.209 Landscape Services Parks 101-265.10-936.205 Tree Maintenance Parks

BACKGROUND INFORMATION:

The City of Novi contracts landscaping vendors that provide various services to maintain the grounds of city-owned properties. The scope of work for this contract includes weekly mowing, edging, mulching, weed management, tree pruning, shrub maintenance, and annual spring/fall cleanup.

A request for proposal was posted on the Michigan Intergovernmental Trade Network (MITN) website. A pre-bid meeting/site visit was held on March 26 and was attended by thirteen firms. Twelve proposals were received, and all were reviewed by a committee consisting of City staff. During the committee review process, twelve proposals were narrowed down to the top three candidates based on their ability to perform the required services, fees for services, and references. The top three proposals were evaluated on resource capability, certifications, staffing, and related experience. During the review of references and past experience, the committee found that KBK Landscaping had the most experience maintaining our properties and a proven track record of positive results for municipal property and municipal parkland. KBK Landscaping is also the lowest bidder of the top three candidates selected by the committee. It is the recommendation of the committee to select KBK Landscaping for landscaping services based on their ability to perform the work, previous positive experience, and overall cost.

Committee's Overall Evaluation Score

	KBK Landscaping	Brien's Services	Mendoza's Outdoor
Total Points	880	570	350
Rank	1	2	3

RECOMMENDED ACTION: Approval to award the contract for landscaping services on city-owned properties to KBK Landscaping for a one-year term with two one-year renewal options for \$232,390.