



PARKS AND RECREATION

To: Mayor and Town Council

From: Dan Baker, Parks and Recreation Director

**Through: Mario Canizares, Town Manager
Robyn Battle, Executive Director**

Re: Turfgrass Mowing Maintenance Agreement – Various Locations

Town Council Meeting – May 14, 2024

Strategic Visioning Priority: 4. Provide Excellent Municipal Services

Agenda Item:

Consider and act upon authorizing the Town Manager to execute an agreement between the Town of Prosper and V&A Landscape and Lawn to provide turfgrass mowing maintenance at various Town-owned locations for an estimated annual amount of \$355,500, with the option of four (4) one-year renewals.

Description of Agenda Item:

The Town of Prosper, through the Purchasing Department, solicited proposals for the mowing maintenance of various locations throughout the Town of Prosper. This contract will consolidate several mowing maintenance locations, including the Police Department building, the three Fire Station sites, and several other Town owned parks, trail, and median locations.

V&A Landscape and Lawn has been selected for award of the contract according to the 'Best Value' bid evaluation criteria. The initial term of the contract will be one (1) year, with four (4) optional, one-year renewal periods. V&A Landscape and Lawn has been selected for multiple contracts in the past and provides high quality results and customer service. V&A Landscape and Lawn was the second lowest bidder.

The lowest bidder's bid package did not fulfill all the requested items such as staffing experience and equipment inventory and was consequently not scored well. Staff assessed their work first-hand in a neighboring municipality and we determined that their quality of work did not meet Prosper's standards.

The existing contracts that the Town uses for grounds maintenance are listed below:

Contracts	Status	Funding Arrangement	Yearly Cost	Vendor
2024-05-A Whitley Place Landscape Maintenance	Awarded	Cost Sharing with HOA - managed by TOP	\$22,875.00	V&A Landscaping
2024-16-A Frontier Parkway Median Mowing	Pending Approval	Cost Sharing with Celina - managed by TOP	\$60,200.00	V&A Landscaping
2024-14-A Custer Road Median Mowing	Awarded	Cost Sharing with McKinney - managed by TOP	\$55,875.00	V&A Landscaping
2024-21-A ROW and Water Tower Mowing	Awarded	Managed by Public Works	\$19,044.00	Green World Care
2023-03-A 380 Mowing	Awarded	Cost Sharing with Frisco - managed by TOP	\$56,175.00	V&A Landscaping
2024-06-A Various Locations Landscape Services	Pending Approval	Managed by Parks	\$355,500.00	V&A Landscaping
2021-48-A First Street and Coit Landscape Services	Awarded	Managed by Parks	\$19,840.00	V&A Landscaping
			Total	\$589,509.00

The Town utilizes multiple mowing and landscape maintenance contracts. The reasoning for this is as follows:

- As the Town grows, new parks and medians will be added to our inventory incrementally. If an existing contract does not have room (contract cannot exceed amount by greater than 25%) we will enter into a new contract versus rebidding existing contracts to avoid the potential for increased inflationary costs and to avoid the large amount of staff time needed to accomplish this.
- We currently have entered or will be entering into maintenance agreements with neighboring municipalities and Prosper HOAs. Staff would like to keep these contracts separate from others to provide an added level of transparency when invoicing these organizations for their share of the work being performed.
- When the Town's development slows and new sites are being added less frequently, and / or when some of the larger contracts mature, opportunities will arise to group like locations into individual contracts. Packages such as public buildings, parks, median locations east / west of Dallas Parkway, etc. can be developed with limited negative impact to operations.

Budget Impact:

The estimated annual cost is \$355,500, with the option of four (4) one-year renewals. Funds are available through the Parks & Recreation Contract Services account, 100-5480-60-02.

Legal Obligations and Review:

Terrence Welch of Brown & Hofmeister, L.L.P., has approved the standard contract documents as to form and legality.

Attached Documents:

1. Partially Executed Contract for Services with Exhibits
2. Scoring Matrix
3. Bid Tab Pricing

Town Staff Recommendation:

Town Staff recommends the Town Council authorize the Town Manager to execute an agreement between the Town of Prosper and V&A Landscape and Lawn to provide turfgrass mowing maintenance at various Town-owned locations for an estimated annual amount of \$355,500, with the option of four (4) one-year renewals.

Proposed Motion:

I move to authorize the Town Manager to execute an agreement between the Town of Prosper and V&A Landscape and Lawn to provide turfgrass mowing maintenance at various Town-owned locations for an estimated annual amount of \$355,500, with the option of four (4) one-year renewals.