



CITY COUNCIL AGENDA ITEM

SUBJECT: Contract for Vendor Recommendation for Field Upgrades & Maintenance

AGENDA SECTION: *(check all that apply)*

☐ PRESENTATION ☐ PUBLIC HEARING ☐ CONSENT AGENDA ☐ OLD BUSINESS
☒ NEW BUSINESS ☐ OTHER, PLEASE STATE: Click or tap here to enter text.

CATEGORY: *(check all that apply)*

☐ ORDINANCE ☐ RESOLUTION ☒ CONTRACT ☐ POLICY ☐ STATUS REPORT
☐ OTHER, PLEASE STATE: Click or tap here to enter text.

ACTION REQUESTED: ☒ DECISION ☐ DISCUSSION, ☐ REVIEW, or ☐ UPDATE ONLY

Previously Heard Date(s): Click or tap to enter a date. & Click or tap to enter a date.

Current Work Session: Click or tap to enter a date.

Current Council Meeting: Thursday, December 18, 2025

SUBMITTED BY: Tanisha Boynton, Procurement Manager and Reginald Powell, Facilities Operations Manager

PRESENTER: Tanisha Boynton, Procurement Manager and Reginald Powell, Facilities Operations Manager

PURPOSE: Seeking approval to award ITB-0013-25, Parks, Sports Fields and Trails Landscape and Maintenance Services to Yellowstone Landscape Southeast, LLC

FACTS: Solicitation: On September 5, 2025, the City issued Invitation to Bid No. ITB-0013-25, Parks, Sports Fields and Trails Landscape and Maintenance Services. The solicitation was advertised on Bidnet and the City's website. The solicitation was broadcast to nine hundred and eighty-seven (987) vendors with bids due October 16, 2025. A total of five (5) responses were received. The Procurement Department conducted an internal review of each submittal. Yellowstone Landscape Southeast, LLC submitted the lowest responsive and responsible bid in response to this solicitation and its requirements. Yellowstone Landscape Southeast, LLC award amount shall be \$281,380.00. The initial contract term shall be for one (1) year with four (4), one (1) year renewal options. **Recommendation:** Based on the foregoing, it is recommended that City



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Council approve the recommendation for award and authorize the issuance of a Purchase Order (PO) for an initial annual not to exceed amount of \$281,380.00 to obtain parks, sports fields and trails landscape and maintenance services. The Director of Finance and City Manager is seeking authorization to make payment from GL 100-6210-521200, Professional Services funds.

OPTIONS: Approve, Deny, Defer [Click or tap here to enter text.](#)

RECOMMENDED ACTION: Approve Staff recommends approval of the recommendation to award and authorize the issuance of a Purchase Order (PO) to Yellowstone Landscape Southeast, LLC to obtain parks, sports fields and trails landscape and maintenance services for an initial annual not to exceed amount of \$281,380.00.

ATTACHMENTS:

- (1) Attachment 1 - ITB-0013-25 Solicitation Package (Final) and Broadcast Information
- (2) Attachment 2 - Bid Tabulation Sheet and Procurement Department Internal Review Form
- (3) Attachment 3 - Yellowstone Landscape Southeast, LLC - Bid Submittal
- (4) Attachment 4 - Yellowstone Landscape Southeast, LLC - Agreement
- (5) Attachment 5 - [Click or tap here to enter text.](#)