



Legislation Text

File #: 23-0277, Version: 1

CITY MANAGER AUTHORITY PROCUREMENT AWARDS

ACTION REQUESTED:

Approve the award of Option Year One to Contract 21-085, Landscape Maintenance, Mowing, and Herbicide Services, to Twin Oaks Landscaping, for an amount not to exceed \$49,608 and for a one-year term

DEPARTMENT: Naper Settlement

SUBMITTED BY: Harriet M. Pistorio

BACKGROUND:

The Department of Public Works (DPW) and Naper Settlement are responsible for landscape maintenance, mowing and herbicide of 175 City-owned sites totaling more than 500 acres.

In February 2021, DPW issued Bid 21-085, Landscape Maintenance, Mowing and Herbicide Services, which included Naper Settlement's scope of services for pricing. The contractors are required to provide basic mowing and herbicide services at medians, rights-of-ways and parking lots, to a higher service level of landscaping necessary at select City buildings such as the Municipal Center. The contract was divided into eight quadrants of City managed sites, plus the Naper Settlement site with a mowing schedule of 30 times per year, grounds/garden maintenance, and herbicide and mulch applications.

The original bid was structured to allow for multiple awards based on the lowest total base bid for each geographical location. Awarding to multiple vendors allows the City and Naper Settlement to have more resources to effectively manage landscape maintenance issues throughout the season. In addition to the base bids, the City and Naper Settlement asked bidders to provide pricing for optional additional work in case conditions warrant additional services such as new sites, mulch, dead vegetation replacement and unforeseen grounds repairs. Based on pricing received by the vendors, Naper Settlement requested an initial annual optional work allowance of \$6,606 but subsequently reduced this as dictated by available budgets to \$4,526 annually covering optional additional work. The allowance will only be used as needed.

City Council awarded Contract 21-085, Legistar 21-0038, to multiple vendors on March 16, 2021 for a base two-year term from April 1, 2021 through December 31, 2022, with consideration for three additional one-year options to extend. Naper Settlement base award is \$48,294 annually and a two-year award of \$96,588, supported by Munis contract #2095.

DISCUSSION:

Naper Settlement is requesting to exercise option year one of contract 21-085 for Naper Settlement scope and services. In January 2022, Naper Settlement began the process to extend the NS option

year one. Naper Settlement found out that the City will not be extending any of the three City mowing vendor services as originally awarded under contract 21-085, instead seeking new bids for the City's 2023 Mowing and Landscape scopes. This is because Blue Mountain Landscaping, Christy Webber & Company, and Local Lawn Care did not want to renew contract 21-085. Naper Settlement is satisfied with Twin Oaks services during the base term and determined it appropriate to exercise NS option year one of contract 21-085 separately from the City's decision to discontinue their portion of this contract.

Based upon the vendor's performance Naper Settlement's Buildings & Grounds Department would like to extend the contract and exercise option year one. Twin Oaks agrees to maintain the terms and conditions with a 3% rate increase for 2023. \$42,938.64 is budgeted for base services, \$2,142.40 for optional mulch applications, and Naper Settlement requests \$4,526.96 to again include optional landscape work to address landscape, plant and grounds repairs identified during routine weekly mowing & maintenance service visits, a total option year one award of \$49,608.

The term of the first option year is January 1, 2023 to December 31, 2023, with two, one-year options to extend.

FISCAL IMPACT:

CIP#: N/A

Lawn mowing and landscape maintenance services are expensed to the Building and Grounds Maintenance account listed below. A total of \$288,608 is budgeted in this account for 2023. The requested award can be accommodated within the Naper Settlement budget.

Account Number	Fund Description	Total Budget Amount
51343200-531302	Naper Settlement	\$288,608