

**AGENDA ITEM REPORT**

DATE: February 16, 2021
DEPARTMENT: Utilities
REQUESTER: Pamela Keyes
TITLE: Award Annual Landscape Maintenance & Mowing Contract for Utilities Facilities & Sites

I. MOTION REQUESTED

- A. Award Invitation to Bid No. B200409DWJ, Landscape Maintenance and Mowing of Water, Wastewater, Reuse Facilities and Sites, to primary vendor Tony's Lawn and Landscape LLC and secondary vendor P&T Lawn and Tractor Services, Inc. for maintenance and mowing services, on an as needed basis, as approved in the departments' annual adopted budgets, for an initial term of three years.
- B. Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C. Grant the County Manager or designee the authority to renew the contracts, for up to three additional years, and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewals.

II. ITEM SUMMARY

Awards an annual contract to Tony's Lawn and Landscape LLC, as a primary vendor, for an amount of \$432,239.00 and P&T Lawn and Tractor Services, Inc., as a secondary vendor, as a result of a competitive bid solicitation for Landscape Maintenance and Mowing of Water, Wastewater, Reuse Facilities and Sites for Lee County Utilities. The County received six bids and selected the lowest total cost for the primary vendor. The contract does not allow automatic price increases and only allows for negotiated price increases in the event of significant industry-wide market changes. The initial contract is for a three-year period, with the option to renew the agreement, in whole or in part, for a renewal term not to exceed the initial agreement term of three years. Total expenditures for these services for the prior twelve-month period was \$433,451.23

III. BACKGROUND AND IMPLICATIONS OF ACTIONA) Board Action and Other History

Procurement Management obtained bids for the project, known as Invitation to Bid No. B200409DWJ, Landscape Maintenance and Mowing of Water, Wastewater, Reuse Facilities, and Sites. On the bid deadline of October 29, 2020, Procurement Management received six submittals. After conducting an analysis of the bid submissions, Tony's Lawn and Landscape LLC is being recommended as the primary vendor, and P&T Lawn and Tractor Services, Inc., as a secondary vendor, both were determined to be the responsible bidder with the lowest responsive bids.

Staff recommends awarding the annual contract to Tony's Lawn and Landscape LLC, as a primary vendor, for an amount of \$432,239.00 and P&T Lawn and Tractor Services, Inc., as a secondary vendor. This is an 0.3% annual decrease of \$1,212.33 compared to the previous contracted amount. Total expenditures for these services for the prior twelve-month period was \$433,451.23

B) Policy IssuesC) BoCC GoalsD) AnalysisE) Options**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	\$432,239.00
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: Utilities Operating Program: Utilities Project: Landscape Maintenance and Mowing of Water, Wastewater, Reuse Facilities and Sites Account Strings: Various Operating	
G)	Fund Type?	Enterprise

H)	Comments:
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V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Vendor Executed - B200409DWJ - Tony's Lawn &	1/7/2021	Agreement
Vendor Executed - B200409DWJ - P&T Lawn & Tr	1/7/2021	Agreement
B150141 2.1.20 - 1.31.21	2/1/2021	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Utilities	Turner, Nicole	Approved	2/3/2021 - 2:18 PM
Utilities	Keyes, Pamela	Approved	2/3/2021 - 2:23 PM
Budget Services	Guttery, Angela	Approved	2/4/2021 - 2:22 PM
Budget Services	Winton, Peter	Approved	2/5/2021 - 9:01 AM
County Attorney	Swindle, Amanda	Approved	2/5/2021 - 9:52 AM
County Manager	Brady, Christine	Approved	2/5/2021 - 1:15 PM