

MEMORANDUM

TO: Donna Barron, City Manager

THROUGH: David Erb, Finance Director

FROM: Todd White, Purchasing Manager

DATE: March 2, 2020

SUBJECT: Approval of Bid Awards for Annual Requirements Agreements for Mowing Services of Zones 1, 2, & 3 to Carruthers Landscape Mgt., Inc., Dallas, Texas for an Estimated Annual Amount of \$853,400 and of Zones 4 & 5 to Good Earth Corporation, Dallas, TX for an Estimated Annual Amount of \$95,468; and Authorization for the City Manager to Execute the Contracts.

BACKGROUND

A request for sealed proposals was created and posted on Bidsync.com Dec. 15, 2019. Specifications were created in accordance with Texas Local Government Code Chapter 252.042, *Requests for Proposals for Certain Procurements*. Specifications under this chapter of the law state requests for proposals must specify the relative importance of price and other evaluation factors.

ANALYSIS

Proposals were due Jan. 16, 2020 and seven (7) were received. An evaluation team was created to review, analyze, and score the proposals in accordance with weighted factors that were listed in the specifications. The evaluation team consisted of Michael Kim, Park Development and Ops Manager; Omotayo Ajayi, Parks Manager; Chris Jones, Parks Operations Supervisor; Len Shipp, Parks Foreman; Joshua Hudgin, Buyer and Tracey Ogurek, Purchasing Agent. Each proposal was evaluated using the following criteria:

Equipment	30 pts.
Previous Municipal Experience	15 pts.
Previous Experience	15 pts.
Number of Day to Complete a Cycle	10 pts.
Price	30 pts.
Bonus Points for Fuel Equipment (5%, 10% or 15% of price)	

At the conclusion of the evaluation, Carruthers Landscape Mgt. Inc. received the highest evaluation scores for Zones 1, 2, & 3 and Good Earth, Corp. received the highest evaluations scores for Zones 4 & 5, both are being recommended for award.

RECOMMENDATION

That the City Council approve the award as set forth in the caption above and authorize the City Manager to execute the agreement.