



CITY OF PLANO COUNCIL AGENDA ITEM

CITY SECRETARY'S USE ONLY					
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory					
Council Meeting Date:		January 13, 2014			
Department:		Parks & Recreation			
Department Head		Amy Fortenberry			
Agenda Coordinator (include phone #): Leslie Hooker x7204					
CAPTION					
Bid No. 2014-014-C for a one (1) year contract with three (3) City optional renewals for the purchase of bulk fertilizer for the Parks and Recreation Department to Greensmiths, Inc., in the estimated annual amount of \$67,500, and authorizing the City Manager or his authorized designee to execute all necessary documents.					
FINANCIAL SUMMARY					
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP					
FISCAL YEAR:	2013-14; 2014-15; 2015-16; 2016-17	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget		0	163,824	202,500	366,324
Encumbered/Expended Amount		0	-5,909	0	-5,909
This Item		0	-67,500	-202,500	-270,000
BALANCE		0	90,415	0	90,415
FUND(S): GENERAL FUND					
COMMENTS: This item approves price quotes for bulk fertilizer. The estimated FY 2013-14 expenditure for bulk fertilizer to be purchased from this contract for the remainder of FY 2013-14 is \$67,500. Future expenditures will be made by Grounds Maintenance Services District #1, #2 and #3 within the annual approved budget appropriations, at an estimated annual expenditure of \$67,500 for fiscal years 2014-15, 2015-16 and 2016-17.					
STRATEGIC PLAN GOAL: Contracts for bulk fertilizer relates to the strategic goal of Financially Strong City with Service Excellence.					
SUMMARY OF ITEM					
Staff recommends approval of a one (1) year contract with three (3) City optional renewals to purchase bulk fertilizer for the Parks and Recreation Department to Greensmiths, Inc., in the estimated annual amount of \$67,500. (2014-014-C)					
List of Supporting Documents:			Other Departments, Boards, Commissions or Agencies		
Memo					
Bid Recap					

MEMORANDUM

TO: LESLIE HOOKER, BUYER
FROM: JEFF SCHWARTZ, PARK OPERATIONS SUPERINTENDENT
DATE: 12/16/2013
RE: **AWARD RECOMMENDATION – 2014-014-C BULK FERTILIZER**

Recommendation

The Parks and Recreation Department recommends award of the 2014-014-C Bulk Fertilizer contract to Greensmiths, Inc. Greensmiths is the lowest responsive, responsible bidder. The department believes Greensmiths, Inc. is capable of fully meeting the requirements of the contract as specified in the bid documentation.

Contract Expenditure

The total award of this contract (annual expenditure) is \$67,500. This amount is approximately \$12,000 under the budgeted amount for this contract.

Action Requested

The total amount related to the funding of this contract is within the estimated expenditure. Please review all documents and begin the necessary steps for the award of this contract.

Justification

Contract Purpose: This contract will be utilized for the purchase of granular bulk fertilizer to be applied to 250 acres of irrigated neighborhood and community parks in Plano. Fertilization is a key component of a complete turf maintenance program which improves aesthetics and helps to provide healthy, deep-rooted and durable turf. Healthy turf helps control weed populations and also requires less water to maintain.

Non-approval Implication: Should approval be denied, park turf would decline allowing for added competition with weeds. Weeds take moisture from the roots of desirable turf, which sequentially increases the amount of irrigation necessary to keep the turf alive and healthy. Because of rapid weed growth, existing staff would be incapable of keeping parks mowed on a regular schedule.

CITY OF PLANO

BID NO. 2014-014-C
Bulk Fertilizer
BID RECAP

Bid opening Date/Time: December 10, 2013 @ 12:00 pm

Number of Vendors Notified: 1044

Vendors Submitting "No Bids": 0

Bids Evaluated Non-Responsive to Specifications: 0

Number of Bids Submitted Responsive to Bid: 5

Greensmiths, Inc.	\$67,500.00
Helena Chemical Company	\$68,100.00
Winfield Solutions	\$71,650.00
Howard Fertilizer and Chemical	\$78,290.00
Mann Farm and Ranch	\$82,832.50

Recommended Vendors:

Greensmiths, Inc.	\$67,500.00
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Leslie Hooker

December 10, 2013

Leslie Hooker
Buyer I

Date