



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:		March 23, 2015			
Department:		Parks and Recreation			
Department Head		Amy Fortenberry			
Agenda Coordinator (include phone #): Leslie Hooker ext 7204					
CAPTION					
Bid No. 2015-52-C for a contract with the initial term to end on August 28, 2015 with three (3) City optional one (1) year renewals for Outdoor Litter Removal and Restroom Maintenance Group A for the Parks Department to Lawn Star Landscape, in the estimated amount of \$60,000 for the initial term and \$100,000 for subsequent renewal terms, and authorizing the City Manager 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:	2014-15; 2015-16; 2016-17; 2017-18	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget		0	1,259,398	300,000	1,559,398
Encumbered/Expended Amount		0	-514,141	0	-514,141
This Item		0	-60,000	-300,000	-360,000
BALANCE		0	685,257	0	685,257
FUND(S): GENERAL FUND					
<p>COMMENTS: This item approves price quotes for annual outdoor litter removal and restroom maintenance. The estimated FY 2014-15 expenditure for outdoor litter removal and restroom maintenance to be purchased from this contract for the remainder of FY 2014-15 is \$60,000. Future expenditures will be made by Park Field Services within the annual approved budget appropriations, at an estimated annual expenditure of \$100,000 for fiscal years 2015-16, \$100,000 for 2016-17, and \$100,000 for 2017-18.</p> <p>STRATEGIC PLAN GOAL: Contracts for annual outdoor litter removal and restroom maintenance relates to the strategic goal of Financially Strong City with Service Excellence.</p>					
SUMMARY OF ITEM					
Staff recommends approval of a contract with the initial term to end on August 28, 2015 with three (3) City optional renewals for purchase of Outdoor Litter Removal and Restroom Maintenance Group A from Lawn Star Landscape in the estimated amount of \$60,000 for the initial term and \$100,000 for subsequent renewals, which includes the bid price plus optional contract services for unforeseen/unplanned projects and services.					
List of Supporting Documents:			Other Departments, Boards, Commissions or Agencies		
Award Memo					
Bid Recap					



Memorandum

Date: Thursday, February 26, 2015

To: Diane Palmer-Boeck, Chief Purchasing Officer

From: Matthew Simmons, Field Services Supervisor

Subject: Award Recommendation: 2015-52-C - Outdoor Litter Removal and Restroom Maintenance Group A Contract

Lawn Star Landscape is recommended for award as the lowest responsive, responsible bidder for bid 2015-52-C Outdoor Litter Removal and Restroom Maintenance Group A in the estimated amount of \$90,993 with a total annual estimated contract amount of \$100,000 (which includes the bid price plus optional contract services for unforeseen/unplanned projects and services). This contract is for Outdoor Litter Removal and Restroom Maintenance at multiple high use athletic fields throughout the city. Total future costs for 3 annual city optional renewals will be \$300,000. The initial term of this contract is to end August 28, 2015 to coincide with the renewal date of a similar contract. There after the contract will have three (3) City optional annual renewals.

In addition to general litter collection and restroom maintenance, the Parks and Recreation Department may use the services of Lawn Star Landscape for unplanned and unforeseen projects and services that may include providing staff for special events and athletic tournaments as well as additional litter and sanitation services as needed on an annual basis utilizing optional unit pricing provided in bid 2015-52-C.

If the contract is not awarded, high use parks and athletic fields will not receive litter or restroom service as often as needed causing potential restroom or park closures and creating unsanitary conditions which would fail to meet basic community standards for cleanliness, health, and welfare.

cc:

Amy Fortenberry, Director of Parks and Recreation
Jim Fox, Park Services Manager
Doug Green, Parks Superintendent

CITY OF PLANO

BID NO. 2015-52-C
Outdoor Litter Removal & Restroom Maintenance Group A
BID RECAP

Bid opening Date/Time: January 16, 2015 @ 10 am

Number of Vendors Notified: 2904

Vendors Submitting "No Bids": 0

Bids Evaluated Non-Responsive to Specifications: 0

Number of Bids Submitted Responsive to Bid: 3

Lawn Star Landscape	\$90,992.50
Encore Commercial Services, Inc.	\$123,063.00
Premier Building Maintenance, Inc.	\$141,465.00

Recommended Vendors:

Lawn Star Landscape	\$90,992.50
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Leslie Hooker

Leslie Hooker
Buyer I

January 16, 2015

Date