

IFB No. 17-012  
Award Recommendation  
Grounds Maintenance Services  
Class/Item: 988-36/988-75  
April 2017



### **Award Recommendation**

**TO:** E.E. (Ric) Bowden, CPPB  
Contract Specialist  
City of Round Rock – Purchasing Department

**FROM:** Mike Ackerman  
City of Round Rock – Transportation Services  
Transportation Superintendent  
Street Services and Drainage Operations and Maintenance

Randy Gordon  
Parks Manager  
City of Round Rock – Parks and Recreation Department

**RE:** Invitation for Bid No. 17-012  
Ground Maintenance Services

**DATE:** June 19, 2017

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Formal written invitation for bids were solicited in accordance with IFB No. 17-012 for Grounds Maintenance Services for the City of Round Rock – Transportation Services and Parks and Recreation Department.

Based on the bid package, which was posted on the City of Round Rock website and advertised in the Austin American-Statesman newspaper, a pre-bid meeting was held in the City Hall - Council Chamber on May 2, 2017, @ 11:00 a.m., to fully acquaint bidders with the City of Round Rock facilities, difficulties, and restrictions inherent in the specified grounds maintenance services.

The City accepted questions from prospective bidders on May 8, 2017, @ 5:00 p.m. and responded to all questions submitted by prospective bidders on May 10, 2017, @ 5:00 p.m.

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### **Award Recommendation (Continued)**

The deadline for submittal of formal bids for IFB No. 17-012 for Grounds Maintenance Services was May 16, 2017, @ 3:00 p.m. with the City of Round Rock receiving a total of six (6) bid responses as follows:

1. Yellowstone Landscape - \$534,830.42
2. Elk Ridge Construction - \$414,686.16
3. Maldonado Nursery and Landscape - \$543,015.44
4. Landscape Resources - \$809,535.20
5. D-Bar Contractors - \$246,388.80
6. Abescape Group, LLC - \$405,992.16

After the initial review of all bid responses, it was determined that four (4) of the six (6) bidders did not provide the required documentation. The items that were missing from each bid response submitted by Maldonado Nursery Landscape, Landscape Resources, D-Bar Contractors, and the Abescape Group, LLC, was their plan of action for assignment of their work crew as well as man-hours needed to perform the contract requirements.

Please note the bidders plan of action for the crew and man hours needed was requested as part of the Respondent's Questionnaire, Attachment C, which stated "NOTE: This is part of the bid and bidders who fail to submit this information will be considered non-responsive." It was also stated as part of the invitation for bid in Part IV -Response Requirements that "For your bid to be responsive, all required items identified shall be submitted with your proposal."

The only companies to submit this information were: Elk Ridge Construction, and Yellowstone Landscape.

The references for each of the companies were contacted and they were given a reference sheet. The references provided were to be of "Municipal and/or government agencies or firms of comparable size that have utilized service within the last two (2) years." They were notified that responses needed to be back by 5:00 p.m. on Friday June 2, 2017.

References received from D-Bar Contractors, Adescape Group, LLC and Elk Ridge Construction were for smaller projects not of comparable or greater size.

Based on the review of all bid responses and reference checks, Transportation Services and the Parks and Recreation Department would recommend that we award the contract for grounds maintenance services to Yellowstone Landscape for the following reasons:

1. All required submittal items, which included the bid response, Attachment A: Bid Sheet, Attachment C: Respondent's Questionnaire, Attachment D: Respondent's Reference Sheet, and Attachment E: Addendum Acknowledgement Form were submitted with Yellowstone Landscape's bid response.

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#### (Continued)

2. All three references submitted by Yellowstone Landscape responded back to the City of Round Rock.
3. Yellowstone Landscape's scope, and their customer service level appears to be very high.
4. Yellowstone Landscape's references have indicated that they have the required experience in handling contracts of the same size similar to the City of Round Rock based on the reference check responses outlined below:
  - a. Fort Bend County Parks stated that the vendor has performed ROW mowing on a seven (7) mile trail as well as baseball fields, and ROW in the City of Pasadena and Port Arthur. No average dollar amount, acreage, or cycles were provided.
  - b. The City of Missouri Parks and Recreation stated the vendor did grounds maintenance on approximately 422 acres with trim mowing consisting of 41 cycles a year and ROW mowing (rough cut ditch mowing) 12 per year. The average dollar amount of Missouri City Parks and Recreation projects is \$400,000.00.
  - c. Harris County stated the vendor did grounds maintenance on 993.91 miles or approximately 337.67 acres per cycle. The cycles ranged from 12,18,20,24,35 depending on the location. The average dollar amount of Harris County projects was 4,000,000.00.

Awarded Vendor: Yellowstone Landscape  
10892 Shadow Wood Dr.  
Houston, Texas 77043

Agreement Term: Five (5) Year  
Annual Total: \$534,830.24  
Extended Total: \$2,674,151.20

Approved by:  \_\_\_\_\_

Printed Name: Gary Hudder  
Director, Transportation Services

Date: \_\_\_\_\_

Approved by:  \_\_\_\_\_

Printed Name: Rick Atkins  
Director of Parks and Recreation

Date: 6-23-17

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Purchasing Manager Review: \_\_\_\_\_

Printed Name: Teresa Reddy

Purchasing Manager, Finance

Date: 6/19/17