



**AGENDA MEMO**  
1/21/2020 Agenda

**TO:** Honorable Mayor and City Council

**FROM:** Elizabeth Anderson, Purchasing Manager

**SUBJECT:** Consider Award for RFP# 2019-14, Grounds Maintenance

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**BACKGROUND:**

The Parks Department uses a third party firm to perform basic maintenance at the City's sixty acres of parks and thirty-five acres of turf. Services include mowing, trimming, weeding, and trash pick-up. The current contract expires in February.

Staff posted RFP# 2019-14 for these services in November and received five responses. Each response was evaluated based on cost, work plan, references, and proximity to University Park. Staff then interviewed two finalists and requested Best and Final offers from both firms. **Staff is recommending Bare Roots Landscaping Solutions for the award of this contract at an annual rate of \$130,000.00.** Bare Roots has been the City's contractor for the past five years and the City is pleased with their work. Their price represents the lowest offer and is consistent with what the City paid in 2019. This is a one year contract with four optional annual renewals.

A tabulation is included with your packet.

**RECOMMENDATION:**

Staff recommends that Council award this contract to Bare Roots Landscape Solutions at an annual rate of \$130,000.00.