

1. Requested Motion:

Meeting Date: March 4, 2013

Authorize the Town Manager to enter into a Service Provider Agreement (SPA) with Valley Crest Landscape Maintenance of Fort Myers for the provision of Landscape Maintenance at both Mound House and Newton Park.

Why the action is necessary:

Authorizes regular and periodic maintenance of grounds and trees; provides for irrigation system maintenance; and, assures timely pesticide and herbicide applications.

What the action accomplishes:

Allows for the Town to provide well-manicured grounds and landscapes.

2. Agenda:

☒ Consent
☐ Administrative

3. Requirement/Purpose:

☐ Resolution
☐ Ordinance
☒ Other

4. Submitter of Information:

☐ Council
☒ Town Staff
☐ Town Attorney

5. Background:

A Request for Proposals (RFP) was publicized and posted on the Town's website with a deadline for application of December 21, 2012. A mandatory pre-proposal conference was held on December 7, 2012 with two potential firms in attendance: Championship Landscape Maintenance Professionals (Fort Myers) and Valley Crest Landscape (Fort Myers). The Service Provider Agreement defines "routine maintenance" (mowing, weeding, line trimming and hedge work) and "periodic maintenance" (arbor care, pesticide, fertilization, irrigation and mulching). This is an agreement for one year with two (2), one year annual renewable options to be exercised upon mutual agreement and initiated by the Town. The 35 page RFP is available for review and on file with the Contracts Manager.

Attachments:

- Memorandum overview of process
- Spreadsheet of itemized expenses as provided by Finance Department

6. Alternative Action:

Reject the Agreement with Valley Crest Landscape.

7. Management Recommendations:

Approve the Service Provider Agreement with Valley Crest Landscape.

8. Recommended Approval:

Town Manager	Town Attorney	Finance Director	Public Works Director	Community Development Director	Parks & Recreation Director	Town Clerk
					Patti Evans 2.20.2013	

9. Council Action:

☐ Approved ☐ Denied ☐ Deferred ☐ Other

Memorandum

To: Acting Mayor and Town Council
Thru: Terry Stewart, Town Manager
From: Patti Evans, Director Parks and Recreation 
Date: February 20, 2013
Re: Cultural Facilities Landscape Maintenance RFP #12 - 19 PR

ISSUE: Regular and periodic maintenance of grounds and trees; irrigation maintenance; and, pesticide and herbicide applications are provided contractually for Town properties Newton Park and the Mound House. Renewal of this Service Provider Agreement (SPA) is necessary at this time.

BACKGROUND:

- A Request for Proposal (RFP) was advertised with a deadline for application of 12.21.2012.
- The RFP required potential applicants to attend a pre-proposal conference. Two companies attended this conference held on 12.7.2012 which included an overview of staff expectations; clarification of questions by the potential applicants; and, a tour of both Newton Park and the Mound House properties. Those companies attending were Championship Landscape Maintenance Professionals and Valley Crest Landscape Maintenance. Both companies are from Fort Myers.
- "Routine Weekly and Monthly Maintenance" is defined in the RFP as mowing, weeding, trim lining and hedge/shrubbery work.
- "Periodic Maintenance" is defined in the RFP as arbor care and pesticide/herbicide/fertilizer applications, as well as special projects such as mulching.

ACTION TAKEN:

- 1.) Both applications were turned in timely and met qualifications as outlined in the RFP. These applications are on file and available for review should a member of Town Council so desire.
- 2.) Championship Landscape Maintenance Professionals proposed \$13,470 for Mound House and \$6,885 for Newton Park. This is \$20,355 annually.
- 3.) Valley Crest Maintenance proposed \$9,108 for Mound House and \$3,744 for Newton Park. This is \$12,852 annually.
- 4.) This is a difference of \$7,503 in the proposals.
- 5.) Finance Department staff worked with the applicants to develop an itemized comparison sheet (attached).
- 6.) It was determined that Valley Crest Landscape Maintenance proposal would be accepted.

REQUEST: Authorize the Town Manager to enter into a Service Provider Agreement with Valley Crest Landscape Maintenance of Fort Myers in the amount of \$12,852 annually for the provision of landscape maintenance at both Mound House and Newton Park.

Attachments (1)

	Championship		Valley Crest
<i>Mound House</i>		<i>Mound House</i>	
Grounds Maintenance (monthly)	\$960.00	Grounds Maintenance (monthly)	\$400.00
Irrigation Wet Check (monthly)	\$75.00	Irrigation Wet Check (monthly)	\$60.00
Total Monthly	\$1,035.00	Total Monthly	\$460.00
Total annually for both services (Cell B9 X 12)	\$12,420.00	Total annually for both services (C9 X 12)	\$5,520.00
Arbor Care (3 times a year)(Cost per event)	\$150.00	Arbor Care (3 times a year)(Cost per event)	\$976.00
Yearly Arbor care (B12 * 3)	\$450.00	Yearly Arbor care (C12*3)	\$2,928.00
Pesticide and Fertilizer (6 times a year)(Cost per application)	\$100.00	Pesticide and Fertilizer (6 times a year)(Cost per application)	\$110.00
Yearly Pesticide Cost (B14 * 6)	\$600.00	Yearly Pesticide Cost (C14*6)	\$660.00
Pine Straw Per Bale	\$6.50	Pine Straw Per Bale	\$6.25
TOTAL ANNUAL MH COST (B10 +B13 +B15) (bale costs not included)	\$13,470.00	TOTAL ANNUAL MH COST (C10+C13+C15) (bale costs not included)	\$9,108.00
<i>Newton Park</i>		<i>Newton Park</i>	
Grounds Maintenance (monthly)	\$480.00	Grounds Maintenance (monthly)	\$215.00
Irrigation Wet Check (monthly)	\$50.00	Irrigation Wet Check (monthly)	\$35.00
Total Monthly	\$530.00	Total Monthly	\$250.00
Total annually for both services (B25 X 12)	\$6,360.00	Total annually for both services (C25 X 12)	\$3,000.00
Arbor Care (3 times a year)(Cost per event)	\$75.00	Arbor Care (3 times a year)(Cost per event)	\$128.00
Yearly Arbor care (B28 * 3)	\$225.00	Yearly Arbor care (C28 * 3)	\$384.00
Pesticide and Fertilizer (6 times a year)(Cost per application)	\$50.00	Pesticide and Fertilizer (6 times a year)(Cost per application)	\$60.00

Yearly Pesticide Cost (B30 * 6)	\$300.00		Yearly Pesticide Cost (C30 * 6)	\$360.00	
Pine Bark Per Pag	\$5.75		Pine Bark Per Pag	\$5.20	
<u>TOTAL ANNUAL NEWTON COST</u> (B26 +B29 +B31) (Pine Bark costs not included)	\$6,885.00		<u>TOTAL ANNUAL NEWTON COST</u> (C26 +C29 +C31) (Pine Bark costs not included)	\$3,744.00	
TOTAL ANNUAL COSTS OF ALL SERVICES FOR MOUND HOUSE AND NEWTON PARK		\$20,355.00	TOTAL ANNUAL COSTS OF ALL SERVICES FOR MOUND HOUSE AND NEWTON PARK		\$12,852.00