



City of Saginaw

Meeting Date: 3/20/2018

Staff Contact: Rick Trice, P.E.
Dir. of Public Works/Economic Dev.

Agenda Item: 4c
(CC-0318-13)

E-mail: rtrice@saginawtx.org

Phone: 817-230-0449

SUBJECT: Consideration and Action regarding award of 2018 annual mowing contract for Finish Mowing/Grounds Maintenance of City Parks and Right-of-Ways

BACKGROUND/DISCUSSION

The city annually awards a mowing contract to provide maintenance services for city parks and right-of-ways. On March 6, 2018 the city received bids for the 2018 Annual Mowing Contract. Prestige Worldwide Services submitted the lowest responsive bid of \$3,356 for Cycle "A" and \$2,633 for Cycle "B".

The contract requires two levels of mowing frequency depending on location. Cycle "A" is a higher level of maintenance estimated to be 32 mowing cycles from March until the end of October. Prestige bid \$3,356 per cycle for Cycle "A". Cycle "B" is estimated at 16 mowing cycles from March until the end of October. Prestige bid \$2,633 per cycle for Cycle "B". Payment is made based on mowing cycles completed and may be increased or decreased.

The projected total cost of the contract is:

Cycle "A"	32 x \$3,356 = \$107,392
Cycle "B"	16 x \$2,633 = \$ 42,128
Total	\$149,520

Staff has reviewed references for Prestige Worldwide Services and is recommending that they be awarded the 2018 Annual Mowing Contract.

FINANCIAL IMPACT:

The financial impact will be \$149,520. Funds in the amount of \$105,500 are budgeted in the Public Services Budget, Account 01-5245-06-00 Contract Services-Mowing and funds in the amount of \$62,800 are available in the Parks Budget, Account 01-5245-07-00 Contract Services-Mowing. Total available funds are \$168,300.

RECOMMENDATION:

Staff recommends the contract for the 2018 Annual Mowing Contract be awarded to Prestige Worldwide Services

Attachments

Memo from Randy Newsom, Operations Superintendent
Budget Pages (2)

Memorandum

March 8, 2018

To: Rick Trice, DPW

From: Randy Newsom, Operations Supt.

Subject: Recommendation to Award 2018 Annual Mowing Contract

On Tuesday March 6, 2018 bids were opened for the 2018 Annual Mowing Contract for Grounds Maintenance of City Parks and rights-of-ways. We had two companies turn in bids for the mowing contract. One company was Greener Pastures out of Dallas, who has had the contract for the last three years. The second bidder was Prestige Worldwide Services out of Fort Worth.

After reviewing the bids the low bid came from Prestige Worldwide Services. Their overall bid for both mowing cycles was \$5,989. The overall bid from Greener Pastures for both cycles was \$6,340.

I have checked the references for Prestige Worldwide Services and was given nothing but high ratings. They have also submitted and meet the required amount of insurance coverage.

I recommend that the 2018 Annual Mowing Contract for Parks, City rights-of-ways, and medians be awarded to Prestige Worldwide Services. I would like to get this item on the next City Council agenda for the March 20, 2018 meeting. Let me know if you have any questions.

CITY OF SAGINAW
 BID TABULATION SHEET

PROJECT: FINISH MOWING/GROUNDS MAINTENANCE OF CITY PARKS AND RIGHTS-OF-WAYS

DATE: MARCH 6, 2018

BIDDERS	AMOUNT	REMARKS
Greener Pastures Landscape Management 2550 Manana Dr. Dallas, TX 75220	\$4,535.00 per cycle \$1,805.00 per cycle	Cycle A Cycle B
Prestige Worldwide Services 3913 Lafayette Ave. Fort Worth, TX 76107	\$3,356.00 per cycle \$2,633.00 per cycle	Cycle A Cycle B

OPENING CONDUCTED BY: Randy Newsom, Paul Wrzesinski, and Janice England



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/07/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

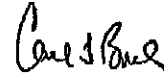
PRODUCER Hiscox Inc. 520 Madison Avenue 32nd Floor New York, NY 10022	CONTACT NAME: PHONE (A/C, No, Ext): (888) 202-3007 FAX (A/C, No): E-MAIL ADDRESS: contact@hiscox.com	
	INSURER(S) AFFORDING COVERAGE INSURER A: Hiscox Insurance Company Inc	NAIC # 10200
INSURED Prestige Worldwide Services 3913 Lafayette Ave. Fort Worth, TX 76107	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N		UDC-1972052-CGL-17	05/10/2017	05/10/2018	EACH OCCURRENCE	\$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence)						\$ 100,000	
	MED EXP (Any one person)						\$ 5,000	
	PERSONAL & ADV INJURY						\$ 1,000,000	
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	
							OTHER	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Performing grounds maintenance for the City of Saginaw's park's and right of ways.

CERTIFICATE HOLDER City of Saginaw 333 W. McLeroy Saginaw TX 76179	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	---

**CITY OF SAGINAW
BUDGET DETAIL
2017-2018**

PUBLIC SERVICES

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	YEAR-END ACTUAL 2014-2015	YEAR-END ACTUAL 2015-2016	ADOPTED BUDGET 2016-2017	REVISED BUDGET 2016-2017	ADOPTED BUDGET 2017-2018	\$ INCREASE/ (DECREASE)
01-4010-06-00	SALARIES	\$ 386,184	\$ 382,567	\$ 443,135	\$ 443,135	\$ 460,870	\$ 17,735
01-4011-06-00	COMPENSATED ABSENCES	1,323	3,641	-	-	-	-
01-4015-06-00	OVERTIME	13,296	18,017	11,560	11,560	11,905	345
01-4150-06-00	SOCIAL SECURITY & MEDICARE	28,428	27,755	34,785	34,785	36,170	1,385
01-4160-06-00	TMRS RETIREMENT	71,958	72,099	80,855	80,855	83,375	2,520
01-4180-06-00	INSURANCE-EMPLOYEES HEALTH	96,731	113,671	125,680	125,680	118,620	(7,060)
01-4185-06-00	FSA ADMINISTRATION FEES	210	253	240	240	300	60
01-4190-06-00	INSURANCE-WORKERS' COMP	24,033	19,043	23,095	23,095	23,075	(20)
01-4200-06-00	UNIFORMS	4,723	4,471	3,000	3,000	3,000	-
01-4860-06-00	SUPPLIES	174	-	-	-	-	-
01-4900-06-00	BUILDING MAINTENANCE & REPAIRS	145,350	120,288	95,000	160,000	137,000	(23,000)
01-4935-06-00	CONTRACT MAINTENANCE & REPAIRS	-	-	-	-	6,000	6,000
01-4970-06-00	PARK MAINTENANCE & SUPPLIES	322	269	-	-	-	-
01-4972-06-00	SIDEWALK REPLACEMENT	18,668	19,124	20,000	20,000	20,000	-
01-4980-06-00	STREET MAINTENANCE & SUPPLIES	66,058	56,881	55,000	55,000	60,000	5,000
01-4981-06-00	SIGN SUPPLIES & MATERIALS	14,411	15,078	25,000	25,000	25,000	-
01-4985-06-00	SIGNAL LIGHT REPAIRS	9,151	3,523	5,000	5,000	5,000	-
01-5245-06-00	CONTRACT SERVICES-MOWING	43,687	81,014	104,000	104,000	105,500	1,500
01-5247-06-00	CONTRACT SERVICES-JANITORIAL	1,063	756	780	780	1,020	240
01-5660-06-00	PHYSICALS	585	305	400	400	400	-
01-6150-06-00	EDUCATIONAL TRAINING/TRAVEL	479	1,842	2,500	2,500	2,500	-
01-6300-06-00	UTILITIES	246,586	247,354	244,910	244,910	244,910	-
01-6500-06-00	INSURANCE-GEN LIABILITY/AUTO	8,907	10,277	11,025	11,025	11,360	335
01-6850-06-00	TELEPHONE EXPENSES	9,195	9,072	8,505	8,505	8,910	405
01-7000-06-00	CAPITAL OUTLAY/SPECIAL REQUEST	56,338	53,848	64,000	97,000	557,885	460,885
01-7500-06-00	Non Capital Outlay	20,410	2,744	-	-	-	-
01-9206-06-00	TSF TO CAPITAL PROJECTS FUND	-	-	-	-	-	-
TOTALS		\$ 1,268,269	\$ 1,263,891	\$ 1,358,470	\$ 1,456,470	\$ 1,922,800	\$ 466,330

**CITY OF SAGINAW
BUDGET DETAIL
2017-2018**

PARKS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	YEAR-END ACTUAL 2014-2015	YEAR-END ACTUAL 2015-2016	ADOPTED BUDGET 2016-2017	REVISED BUDGET 2016-2017	ADOPTED BUDGET 2017-2018	\$ INCREASE/ (DECREASE)
01-4010-07-00	SALARIES	\$ 62,183	\$ 66,600	\$ 71,445	\$ 71,445	\$ 74,355	\$ 2,910
01-4011-07-00	COMPENSATED ABSENCES	1,621	(420)	-	-	-	-
01-4015-07-00	OVERTIME	4,444	5,338	3,680	9,680	3,790	(5,890)
01-4150-07-00	SOCIAL SECURITY & MEDICARE	4,842	5,246	5,750	5,750	5,980	230
01-4160-07-00	TMRS RETIREMENT	11,928	12,952	13,360	13,360	13,780	420
01-4180-07-00	INSURANCE-EMPLOYEES HEALTH	18,364	18,859	20,065	20,065	21,965	1,900
01-4185-07-00	FSA ADMINISTRATION FEES	-	-	-	-	-	-
01-4190-07-00	INSURANCE-WORKERS' COMP	282	312	175	175	240	65
01-4200-07-00	UNIFORMS	1,041	979	1,800	1,800	1,200	(600)
01-4900-07-00	MAINTENANCE & REPAIRS	-	-	-	-	-	-
01-4970-07-00	PARK MAINTENANCE & SUPPLIES	45,059	54,559	65,000	65,000	65,000	-
01-5245-07-00	CONTRACT SERVICES - MOWING	40,671	33,810	61,000	61,000	62,800	1,800
01-5247-07-00	CONTRACT SERVICES - JANITORIAL	531	684	705	705	925	220
01-6150-07-00	EDUCATIONAL TRAINING/TRAVEL	645	1,147	1,500	1,500	1,000	(500)
01-6300-07-00	UTILITIES	27,531	31,211	28,300	28,300	28,300	-
01-6500-07-00	INSURANCE-GEN LIABILITY/AUTO	1,620	3,154	2,005	2,005	2,065	60
01-6850-07-00	TELEPHONE EXPENSES	709	622	600	600	780	180
01-7000-07-00	CAPITAL OUTLAY/SPECIAL REQUEST	19,057	13,995	87,500	87,500	75,000	(12,500)
01-7001-07-00	LAND		17,901				
01-7500-07-00	Non Capital Outlay						
01-9206-07-00	TSF TO CAPITAL PROJECTS FUND		24,423	-	-	-	-
TOTALS		\$ 240,529	\$ 291,373	\$ 362,885	\$ 368,885	\$ 357,180	\$ (11,705)