



## Legislation Text

---

**File #:** 19-1192, **Version:** 1

---

**STRATEGIC PRIORITY:** Government Performance and Financial Management

**AGENDA DATE:** October 23, 2019

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Office of Procurement Services

**EXECUTIVE:** Elizabeth Reich

---

### **SUBJECT**

Authorize a three-year master agreement for bedding plants, trees, sod, and seed for citywide use - SRH Trees, Inc. in an estimated amount of \$4,184,274.67 and Justin Seed Company, Inc. in an estimated amount of \$93,296.59, lowest responsible bidders of three - Total estimated amount of \$4,277,571.26 - Financing: General Fund (\$1,915,952.92), Reforestation Fund (\$2,103,738.60), Aviation Fund (\$168,390.05), Storm Drainage Management Operations Fund (\$71,489.69), and Dallas Water Utilities Fund (\$18,000.00)

### **BACKGROUND**

This action does not encumber funds; the purpose of a master agreement is to establish firm pricing for goods, for a specific term, which are ordered on an as needed basis according to annual budgetary appropriations. The estimated amount is intended as guidance rather than a cap on spending under the agreement, so that actual need combined with the amount budgeted will determine the amount spent under this agreement.

This master agreement will provide for bedding plants, trees, sod, and seed for citywide use. The agreement will provide for a large variety of bedding plants, trees, sod, and seed for use on City properties and for City sponsored programs. Bedding plants and trees purchased under this master agreement will be used for the beautification of the City's public parks, open spaces, lakes, ponds, medians, golf courses, and City's rights-of-way. Plants will be purchased in season and on an as-needed basis.

Seeds will be used to establish or replace areas where maintenance and repairs have been performed on the City's rights-of-way, creeks, channels, and the Dallas floodway system, including levee/sump side repairs, curb, gutter, sidewalk replacement, and on roadside drainage areas. Additionally, seeds will be used on the City's five golf courses and park facilities throughout the City.

The Reforestation Fund was created to manage donated funds under the tree mitigation ordinance for protected trees removed within the City. This fund is intended to motivate developers to preserve as many protected trees as possible and assess fines by caliper inch for those they destroy.

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors. Additionally, in an effort to secure more competition, the Office of Business Diversity sent notifications to chambers of commerce and advocacy groups to ensure maximum vendor outreach.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On April 22, 2015, City Council authorized a three-year master agreement for the purchase of bedding plants, trees and seed with SRH Trees, Inc., Justin Seed Company, Inc., and Southwest Nursery and Supply, LP dba Southwest Wholesale Nursery by Resolution No. 15-0748.

On January 23, 2019, City Council authorized an increase to the master agreement for the purchase of bedding plants, trees, and seed for citywide use with SRH Trees, Inc., Justin Seed Company, Inc., and Southwest Wholesale Nursery by Resolution No. 19-0196.

**FISCAL INFORMATION**

General Fund - \$1,915,952.92 (Estimated amount)  
 Reforestation Fund - \$2,103,738.60 (Estimated amount)  
 Aviation Fund - \$168,390.05 (Estimated amount)  
 Storm Drainage Management Operations Fund - \$71,489.69 (Estimated amount)  
 Dallas Water Utilities Fund - \$18,000.00 (Estimated amount)

Fund	FY 2019-20	FY 2020-21	FY2021-22
General Fund	\$ 638,650.97	\$ 638,650.97	\$ 638,650.98
Reforestation Fund	\$ 536,011.00	\$ 783,863.80	\$ 783,863.80
Aviation Fund	\$ 56,130.02	\$ 56,130.02	\$ 56,130.01
Storm Drainage Management Operations Fund	\$ 23,829.89	\$ 23,829.90	\$ 23,829.90
Dallas Water Utilities Fund	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Total	\$1,260,621.88	\$1,508,474.69	\$1,508,474.69

**M/WBE INFORMATION**

In accordance with the City’s Business Inclusion and Development Plan adopted on October 22, 2008, by Resolution No. 08-2826, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Category	M/WBE Goal	M/WBE %	M/WBE \$
\$4,277,571.26	Goods	18.00%	0.00%	\$0.00
<ul style="list-style-type: none"> <li>• This contract does not meet the M/WBE goal, but complies with good faith efforts.</li> </ul>				

**PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

Low Bid	<ul style="list-style-type: none"><li>• Recommended vendor is based on the lowest competitive quoted price, who is also technically and financially capable of performing and completing the contract, and otherwise meets all material specification requirements</li><li>• Negotiations are not allowed</li></ul>
---------	---

The Office of Procurement Services received the following bids from solicitation number BK1900010611. We opened them on July 12, 2019. We recommend the City Council award this master agreement to the lowest responsive and responsible bidders by group. Information related to this solicitation is available upon request.

\*Denotes successful bidders

<b><u>Bidders</u></b>	<b><u>Address</u></b>	<b><u>Amount</u></b>
*SRH Trees, Inc.	19826 U.S. Highway 80 Wills Point, TX 75169	Multiple Groups
*Justin Seed Company, Inc.	524 South Highway 156 Justin, TX 76247	Multiple Groups
TreePans.com, Inc.	121 South 2 <sup>nd</sup> St. Akron, OH 51001	Non-responsive

**OWNERS**

**SRH Trees, Inc.**

Tyler Hawkins, President

**Justin Seed Company, Inc.**

Edward Tally III, President