



Legislation Text

File #: 23-2210, **Version:** 1

STRATEGIC PRIORITY: Government Performance & Financial Management
AGENDA DATE: September 27, 2023
COUNCIL DISTRICT(S): All
DEPARTMENT: Office of Procurement Services
EXECUTIVE: Jack Ireland

SUBJECT

Authorize a three-year master agreement for the purchase of bedding plants, seed, sod, and trees for city wide use - SRH Trees, Inc. in the estimated amount of \$2,120,043, Justin Seed Company Inc. in the estimated amount of \$47,170, and The Letco Group, LLC dba Living Earth in the estimated amount of \$31,753, lowest responsible bidders of three - Total estimated amount of \$2,198,966 - Financing: General Fund (\$996,918), Storm Water Operations Fund (\$1,139,513), Bond Administration Fund (\$43,000), and Dallas Water Utilities Fund (\$19,535)

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 the purchase of bedding plants, seed, sod, and trees for city wide 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.

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.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On October 23, 2019, the City Council authorized a three-year master agreement for bedding plants, sod, and seed for citywide use with SRH Trees, Inc. and Justin Seed Company, Inc. by Resolution No. 19-1674.

FISCAL INFORMATION

Fund	FY 2023	FY 2024	Future Years
General Fund	\$ 0.00	\$481,918.00	\$ 515,000.00
Storm Water Operations Fund	\$31,650.00	\$379,836.00	\$ 728,027.00
Bond Administration Fund	\$ 5,000.00	\$ 20,000.00	\$ 18,000.00
Dallas Water Utilities Fund	\$ 450.00	\$ 6,515.00	\$ 12,570.00
Total	\$37,100.00	\$888,269.00	\$1,273,597.00

M/WBE INFORMATION

In accordance with the City’s Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Procurement Category	M/WBE Goal
\$2,198,966.00	Goods	32.00%
M/WBE Subcontracting %	M/WBE Overall %	M/WBE Overall Participation \$
32.00%	32.00%	\$703,670.00
<ul style="list-style-type: none"> • This contract meets the M/WBE goal. • SRH Trees, Inc. - Local; Workforce - 4.00% Local • Justin Seed Company, Inc. - Non-local; 0.00% Local • The Letco Group dba Living Earth - Local; 27.00% Local 		

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Low Bid	<ul style="list-style-type: none"> • 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 • Negotiations are not allowed
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The Office of Procurement Services received the following bids from solicitation number BG23-00021906. We opened them on May 19, 2023. 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

<u>Bidder</u>	<u>Address</u>	<u>Amount</u>
*SRH Trees, Inc.	17714 Frank Jackson Drive Dallas, TX 75252	Multiple Groups
*Justin Seed Company, Inc.	524 FM 156 Justin, TX 7647	Multiple Groups
*The Letco Group dba Living Earth	1901 California Crossing Road Dallas, TX 75220	Multiple Groups

OWNERS

SRH Trees, Inc.

Tyler Hawkins, President

Justin Seed Company, Inc.

Edward Tally, President

The Letco Group dba Living Earth

Eoin Lehance, Chief Executive Officer