



## Legislation Text

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**File #:** 20-2415, **Version:** 1

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

**AGENDA DATE:** January 13, 2021

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Office of Procurement Services

**EXECUTIVE:** Elizabeth Reich

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### **SUBJECT**

Authorize a three-year service price agreement for grounds maintenance and xeriscaping for the Water Utilities Department - Shawnee Mission Tree Service, Inc. dba Arbor Masters Tree Service, most advantageous proposer of two - Estimated amount of \$732,170 - Financing: Dallas Water Utilities Fund

### **BACKGROUND**

This action does not encumber funds; the purpose of a service price agreement is to establish firm pricing for services, 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 service price agreement will provide grounds maintenance and xeriscaping for the Water Utilities Department. This service price agreement will furnish all mowing, trimming, edging, flower beds, mulching, and xeriscaping services. Xeriscaping is landscaping and gardening that reduces or eliminates the need for supplemental water from irrigation. It is promoted in regions that do not have easily accessible, plentiful, or reliable supplies of fresh water.

A six-member committee from the following departments reviewed and evaluated the qualifications:

- Department of Public Works (1)
- Park & Recreation Department (1)
- Water Utilities Department (2)
- Office of Economic Development Business Workforce and Inclusion Division (1)\*
- Office of Procurement Services (1)\*

\*The Office of Procurement Services only evaluated cost and the Office of Economic Development Business Workforce and Inclusion Division only evaluated the Business Inclusion and Development Policy.

The committee selected the successful respondent on the basis of demonstrated competence and qualifications under the following criteria:

- |   |           |
|---|-----------|
| • Experience/qualifications                 | 30 points |
| • Cost                                      | 30 points |
| • Staffing plan/approach                    | 25 points |
| • Business Inclusion and Development Policy | 15 points |

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.

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a “living wage” rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. The current calculated living wage during the solicitation process of this contract is \$11.71; the selected vendor meets this requirement.

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

On February 8, 2017, City Council authorized a three-year service contract to provide grounds maintenance and xeriscaping for Water Utilities facilities with Good Earth Corporation and Texas Blooms Organic Landscape Company by Resolution No. 17-0263.

#### **FISCAL INFORMATION**

Fund	FY 2021	FY 2022	Future Years
Dallas Water Utilities Fund	\$244,490.00	\$243,840.00	\$243,840.00

#### **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	Category	M/WBE Goal	M/WBE %	M/WBE \$
\$732,170.00	Other Services	23.80%*	50.00%	\$368,085.00
• *This item reflects previous Business Inclusion and Development Policy M/WBE goal.				
• This contract exceeds the M/WBE goal.				
• Shawnee Mission Tree Service, Inc. dba Arbor Masters Tree Service - Non-Local; Workforce - 11.53% Local				

## **PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

Request for Competitive Sealed Proposal	<ul style="list-style-type: none"><li>• Utilized for high technology procurements, insurance procurements, and other goods and services</li><li>• Recommended offeror whose proposal is most advantageous to the City, considering the relative importance of price, and other evaluation factors stated in the specifications</li><li>• Always involves a team evaluation</li><li>• Allows for negotiation on contract terms, including price</li></ul>
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The Office of Procurement Services received the following proposals from solicitation number BJZ20-00013429. We opened them on July 31, 2020. We recommend the City Council award this service price agreement to the most advantageous proposer by group.

\*Denotes successful proposer

<b><u>Proposers</u></b>	<b><u>Address</u></b>	<b><u>Score</u></b>	<b><u>Amount</u></b>
*Shawnee Mission Tree Service, Inc. dba Arbor Masters Tree Service	1510 Jelmak St. Grand Prairie, TX 75050	79.5	\$732,170.00
Good Earth Corporation	7922 Forney Rd. Dallas, TX 75227	63.5	*Non-responsive

\*Good Earth was deemed non-responsive due to only submitting a proposal for 1 out of 3 groups.

## **OWNER**

### **Shawnee Mission Tree Service, Inc. dba Arbor Masters Tree Service**

Ron Keith, Chief Executive Officer  
Heather Dirksen, President  
Jay Hager, Secretary