



Legislation Text

File #: 23-828, **Version:** 1

STRATEGIC PRIORITY: Government Performance & Financial Management

AGENDA DATE: May 10, 2023

COUNCIL DISTRICT(S): 5

DEPARTMENT: Office of Procurement Services

EXECUTIVE: Jack Ireland

SUBJECT

Authorize a five-year service contract, with one five-year renewal option, for the operational management of the greenhouse and nursery for the Park & Recreation Department - Southwest Perennials, Inc., only proposer - Estimated Total Net Revenue: General Fund \$300,000 (Estimated Annual Gross Revenue: \$60,000)

BACKGROUND

This service contract will provide for the operational management of the greenhouse and nursery for the Park & Recreation Department. The Greenhouse Complex for Horticulture Services is located at 8740 Elam Road in Crawford Park. The premises of the contract include 50,000 square feet of greenhouse space, 1/4 acre of storage/stock space, and an operations building.

The service contract will be a revenue contract, providing lease payments to the City. The City will also be reimbursed for any communications, sanitation, electricity, and natural gas charges associated with the greenhouse operations. Furthermore, supplier will provide bedding plants to the City upon request.

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

- Building Services Department (1)
- Office of Arts and Culture (1)
- Park & Recreation Department (2)
- Small Business Center Department (1)

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

- Monthly lease plan 30 points
- Business plan 20 points
- Experience 20 points
- Infrastructure maintenance 15 points
- Detailed marketing plan 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 calculated living wage during the solicitation process of this contract is \$15.21; the selected vendor meets this requirement.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On June 9, 2010, the City Council authorized a five-year horticulture services nursery contract, with one five-year renewal option, with Southwest Perennials, Inc. for the period June 1, 2010 through May 31, 2015 to operate the Greenhouse facility at Crawford Park located at 8740 Elam Road in consideration of providing bedding plants and the receipt and deposit of funds from Southwest Perennials, Inc. for reimbursement of greenhouse utility charges by Resolution No. 10-1536.

On January 26, 2023, the Park and Recreation Board authorized a five-year service contract for the operational management of the greenhouse and nursery.

FISCAL INFORMATION

Estimated Total Net Revenue: General Fund \$300,000 (Estimated Annual Gross Revenue: \$60,000)

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
\$300,000.00	Revenue	N/A
M/WBE Subcontracting %	M/WBE Overall %	M/WBE Overall Participation \$
N/A	N/A	N/A
• The Business Inclusion and Development Policy does not apply to Revenue contracts.		
• Southwest Perennials, Inc. - Local; Workforce - 78.57% Local		

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Request for Competitive Sealed Proposal	<ul style="list-style-type: none">• Utilized for high technology procurements, insurance procurements, and other goods and services• Recommended offeror whose proposal is most advantageous to the City, considering the relative importance of price, and other evaluation factors stated in the specifications• Always involves a team evaluation• Allows for negotiation on contract terms, including price
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The Office of Procurement Services received the following proposal from solicitation number BPZ22-0019840. We opened it on July 21, 2022. We recommend the City Council award this service contract in its entirety to the only proposer.

<u>Bidder</u>	<u>Address</u>	<u>Amount</u>
Southwest Perennials, Inc.	8740 Elam Rd. Dallas, TX 75217	\$300,000

Note: The Office of Procurement Services conducted a single proposal review and found no exceptions.

OWNER

Southwest Perennials, Inc.

Jerry Soukup, President