



# MEMORANDUM

Council Agenda  
Item No. IX. D  
4/9/2024

## The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

1. Pricing agreement awards and approvals, Cox Maintenance, LLC (C257076) and GreenShade Trees (C257077), right-of-way and median mowing for the Parks Department, estimated cost \$900,000, April 12, 2024 through April 11, 2025; and
2. Resolution authorizing the open market purchase of related services not available on a pricing agreement (OM25-C257078), estimated cost \$50,000, April 12, 2024 through April 11, 2025.

### **Purpose:**

To obtain pricing agreements for the Parks and Grounds Division of the Parks and Recreation Department for the purpose of providing mowing services for right-of-way, median and park mowing, including trash, litter and debris removal.

### **Specifications Advertised:**

January 2, 2024

### **Bidding Information:**

The current agreements for this commodity expire April 11, 2024.

The Parks Department has determined a need for pricing agreements to mow rights-of-way and medians where travel times, distances or operational risks increase the City's operational costs. These agreements will have two one-year renewal options.

### **Bids Received:**

January 24, 2024

### **Bids:**

(C257076)

Cox Maintenance, LLC

Various Line Items Awarded - See Attachment A for details.

(C257077)

GreenShade Trees, LLC

Various Line Items Awarded - See Attachment A for details.

The specifications were advertised in the Journal Record and posted in the electronic bidding system. A non-mandatory pre-bid meeting was held on January 17, 2024 at 1:00 pm via Teams. Eleven City staff members and seven vendors attended the meeting. On January 4, 2024, Addendum No. 1 was issued to provide a Site Location Matrix in a fillable format. Forty-four potential bidders viewed the specifications with seven bids submitted.

Staff is recommending an award to the two lowest and best responding bidders, Cox Maintenance LLC and GreenShade Trees, LLC to ensure adequate coverage for this commodity.

There is no obligation to purchase from these agreements. All purchases are subject to future appropriations and the availability of funds. The estimated cost for these pricing agreements is based on previous expenditures for this commodity.

Staff requests open market authority for the purchase of related services not available on a pricing agreement (OM25-C257078), estimated cost \$50,000, April 12, 2024 through April 11, 2025. Purchases made with this authority will comply with the City's open market purchasing procedures. City Departments and Trusts will be required to obtain three price quotes for projects exceeding \$5,000 to ensure the greatest cost savings are provided for these services.

**Estimated Cost:**

Pricing Agreements	\$ 900,000
Open Market Resolution	<u>\$ 50,000</u>
Total	\$ 950,000

**Source of Funds:**

General Fund-General Operations-Grounds Maintenance-Miscellaneous Services Contract (001-0001-5500517-02711-52010028)

**Review:**

Finance Department

**Recommendation:** Agreements be awarded and approved and Resolution be adopted.