



MEMORANDUM

Council Agenda
Item No. IX. J.1&2
4/26/2022

The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

1. Pricing agreement award and approval, GreenShade Trees, LLC (C237009), plants, flowers, trees, shrubs, horticulture, greenhouse, and landscaping supplies and services, estimated cost \$200,000, April 26, 2022 through April 25, 2023; and
2. Resolution authorizing the open market purchase of related items and services not available on a pricing agreement (OM23-C237013), estimated cost \$150,000, April 26, 2022 through April 25, 2023.

Purpose:

To enter into a pricing agreement to provide plants, flowers, trees, shrubs, horticulture, greenhouse, and landscaping supplies and services for the Parks Department. The Parks and Recreation Department has a need to purchase specialty plants, bulbs, tubers, perennials, landscape plants and supplies, shrubs, ground cover, tree liners/seedlings, seasonal color plants, rooted cuttings/plugs, seeds (including grasses), etc., horticulture, greenhouse supplies and landscaping services from awarded plant supplier(s). This agreement will have two one-year renewal options.

Specifications Advertised:

February 9, 2022

Bid(s) Received:

March 2, 2022

Bid(s):

(C237009)

GreenShade Trees, LLC

All items as bid.

Labor Rate per hour - \$38.50 with a four-hour minimum

Percentage discounted - 25%

Bidding Information:

The specifications were advertised in the Journal Record and posted in the electronic bidding system. This item was originally advertised for bid on January 12, 2022 and closed on February 2, 2022 with two bids received. Staff discovered incorrect line items were advertised on the original specifications. On March 1, 2022 (Item No. IX. A) Council approved the rejection of this item.

Staff modified the specifications and re-advertised in the Journal Record and posted in the electronic bidding system on February 9, 2022. Addendum No 1. was issued on March 15, 2022, for a one-week extension to give vendors more time to bid. Thirty-five potential bidders viewed the specifications with one bid submitted. The previous agreements for these commodities expired on February 28, 2022.

Due to the wide variety of plants, flowers, trees, shrubs and related items and services to be purchased for various divisions of the Parks and Recreation Department, five municipal Golf Courses and various other City Departments, staff recommends an increase to the open market authority to ensure adequate coverage for this commodity.

Staff requests open market authority for the purchase of plants, flowers, trees, shrubs, horticulture, greenhouse, and landscaping supplies and related items and services not available on a pricing agreement, estimated cost \$150,000, April 26, 2022, through April 25, 2023. Purchases made with this authority will comply with the City's open market purchasing procedures.

Estimated Cost:

Pricing Agreement(s)	\$ 200,000
Open-Market Resolution	<u>\$ 150,000</u>
Total	\$ 350,000

Source of Funds:

Various funds and accounts

Review:

Finance Department

Recommendation: Agreement(s) be awarded and approved and Resolution be adopted.