



## Recommendation for Action

**File #:** 19-1025, **Agenda Item #:** 27.

2/7/2019

### **Posting Language**

Authorize award of a multi-term contract with Unity Contractor Services, Inc. (MBE), to provide vegetative and grounds maintenance of ponds, for up to five years for a total contract amount not to exceed \$455,000.

(Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established).

### **Lead Department**

Purchasing Office.

### **Client Department(s)**

Watershed Protection Department.

### **Fiscal Note**

Funding in the amount of \$54,756 is available in the Fiscal Year 2018-2019 Operating Budget of the Watershed Protection Department. Funding for the remaining contract term is contingent upon available funding in future budgets.

### **Purchasing Language:**

The Purchasing Office issued an Invitation for Bids (IFB) 6300 SLW1010 for these services. The solicitation issued on November 12, 2018 and it closed on December 4, 2018. Of the seven offers received, the recommended contractor submitted the lowest responsive offer. A complete solicitation package, including a tabulation of the bids received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: [Solicitation Documents](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=127671)  
<[https://www.austintexas.gov/financeonline/account\\_services/solicitation/solicitation\\_details.cfm?sid=127671](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=127671)>.

### **For More Information:**

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or [AgendaOffice@austintexas.gov](mailto:AgendaOffice@austintexas.gov) <<mailto:AgendaOffice@austintexas.gov>>

NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Sandy Wirtanen, at 512-974-7711 or [sandy.wirtanen@austintexas.gov](mailto:sandy.wirtanen@austintexas.gov) <<mailto:sandy.wirtanen@austintexas.gov>>.

### **Additional Backup Information:**

The contract will provide vegetation, grounds maintenance, and debris removal services at selected City-maintained subset 1 ponds. The ponds will be mowed up to four times a year, wildflower meadow ponds will be mowed on a specialized schedule of three cuts per year, and invasive woody plants will be removed as needed. This level of maintenance will ensure each pond is compliant with the City's Environmental Criteria Manual and Drainage Criteria Manual while following site-specific integrated pest management plans, if

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applicable.

The current contract expires February 12, 2019. The requested authorization amount was determined using department estimates based on historical spend and additional sites to maintain.

**Contract Detail:**

<b><u>Contract Term</u></b>	<b><u>Length of Term</u></b>	<b><u>Contract Authorization</u></b>
Initial Term	1 yr.	\$ 91,000
Optional Extension 1	1 yr.	\$ 91,000
Optional Extension 2	1 yr.	\$ 91,000
Optional Extension 3	1 yr.	\$ 91,000
Optional Extension 4	1 yr.	\$ 91,000
<b>TOTAL</b>	<b>5 yrs.</b>	<b>\$455,000</b>

**Note:** Contract Authorization amounts are based on the City's estimated annual usage.