



Recommendation for Action

File #: 22-3776, Agenda Item #: 17.

1/26/2023

Posting Language

Authorize execution of a contract to provide grounds maintenance and landscaping services with Incircle Management Inc. d/b/a Incircle Management, for a term of four years in an amount not to exceed \$1,100,000.

[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 goods and services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established].

Lead Department:

Financial Services Department.

Client Department(s):

Austin Energy.

Fiscal Note:

Funding in the amount of \$255,000 is available in the Fiscal Year 2022-2023 Operating Budget of Austin Energy. Funding for the remaining contract term is contingent upon available funding in future budgets.

Purchasing Language:

The Financial Services Department issued an Invitation for Bids (IFB) 1100 MMH1013 for these services. The solicitation was issued on August 15, 2022 and closed on September 22, 2022. Of the six 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://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=136498)
<https://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=136498>.

For More Information:

Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Melita Harden, at 512-974-2838 or Melita.Harden@austintexas.gov
<<mailto:Melita.Harden@austintexas.gov>>.

Council Committee, Boards and Commission Action:

January 9, 2023 - Recommended by the Electric Utility Commission on a 7-0 vote with Commissioners Hopkins and Bowen absent and two vacancies.

Additional Backup Information:

The contract will provide grounds maintenance and landscaping services for Austin Energy's substations, vacant lots, and power plants. Services include commercial mowing, trimming, edging, and irrigation inspection and repair to ensure appropriate lawn care management and code compliance.

The scope of work was reviewed by staff in accordance with the Contact Labor Resolution to determine if

outsourcing or hiring of staff would best meet the department's needs and comply with the Resolution. Given the need of these services being seasonal, staff determined that outsourcing the services to a contractor would be cost beneficial and meet department needs.

The recommended contractor is not the current provider for these services.

Strategic Outcome(s):

Government that Works for All.