



# City of Killeen

## Legislation Text

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**File #:** RS-22-084, **Version:** 1

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Consider a memorandum/resolution awarding RFP# 22-12, Landscape Services, to Heart of Texas Landscape & Irrigation Co., Inc. in the amount of \$210,000.

**DATE:** June 21, 2022

**TO:** Kent Cagle, City Manager

**FROM:** Joseph W. Brown, Executive Director of Recreation Services

**SUBJECT:** Awarding RFP 22-12 for Landscape Services

**BACKGROUND AND FINDINGS:**

The City of Killeen Recreation Services (RS) currently has thirty-two (32) employees that maintain 171 acres of city property, 510 acres of park land and fourteen (14) sports fields and multi-purpose fields year-round. RS is recommending outsourcing the maintenance of eighty-five (85) acres of city property. When this agreement for landscaping services is approved, RS will reallocate staff and labor hours toward maintenance within our park system. Awarding the RFP as recommended supports and aligns with our current Parks Master Plan.

The City of Killeen Recreation Services began the process of soliciting bids for qualified landscapers to provide landscaping services and advertised RFP# 22-12 (Landscape Services) on February 13<sup>th</sup> and February 20<sup>th</sup>, 2022. We received responses from seven (7) Landscape Service providers.

The rating scale was as follows:

- Cost of Services - Maximum 30 Points
- Capacity to Deliver Services - Maximum 30 Points
- Experience & Qualifications - Maximum 30 Points
- References - Maximum 10 points
- TOTAL - 100 points

A panel of six (6) staff members rated each proposal for a possible overall total of 600 points. Heart of Texas Landscape & Irrigation Co., Inc. rated a 557. Maldonado Nursery & Landscaping rated a 489. The other five (5) companies rated a 445 and lower. Staff recommends Heart of Texas Landscape & Irrigation Co., Inc. as the most advantageous to the City of Killeen based upon the evaluation process as seen in the chart below.

Company	Points
Heart of Texas Landscape & Irrigation Co., Inc.	557

Maldonado Nursery & Landscape	489
GLC Lawn Care, LLC	445
TNK Services, LLC	363
Incircle Management	349
The Lawn Dude, LLC	312
Amazing Lawncare Services, LLC	273

RS is seeking to enter into a contract with Heart of Texas Landscape & Irrigation Co., Inc. in the amount of \$210,000.00 for the year. The chart below identifies the city property, acreage and cost that will fall under this agreement. Add alternate 1 and 2 to include three (3) RS facilities are not recommended in order to fall within the budgeted amount. The term of the agreement will be for an initial one (1) year term, with up to four (4) additional one (1) year renewal terms if both parties agree in writing at least 90 days before the end of the term. Any price increases, when renewing the agreement, must be submitted to the City at least one hundred and twenty 120 days prior to a potential renewal. Prices may not be increased by more than 10% per year.

	<b>MAIN PROJECT</b>			
	Properties	Address	Acreage	Cost
1	City Hall	101 N College St	2.64	\$18,860.07
2	Code Enforcement	100 E Avenue C	0.46	\$ 2,294.03
3	Copper Mountain L	3301 S WS Young	1.39	\$ 9,284.22
4	Downtown Police	402 N 2 <sup>nd</sup> St	2.09	\$ 7,584.72
5	Information Techno	101 E Avenue D	0.38	\$ 933.50
6	Killeen Arts and Ac	801 N 4 <sup>th</sup> St. Bldg E	3.90	\$25,889.97
7	Killeen Civic and Co	3601 S WS Young	20.74	\$42,801.97
8	Main Library	205 E Church Ave	1.74	\$ 9,408.75
9	Old Organized Crim	1523 Stonetree Dr	1.26	\$ 5,375.50
10	PD Headquarters	3304 Community D	16.64	\$38,521.47
11	Santa Fe Plaza	301-399 Santa Fe Pl	8.06	\$11,963.50
12	Skyline	Street median on V	0.06	\$ 2,150.95
13	Special Events Cen	3301 S WS Young	6.55	\$ 5,788.00
14	Utility Collections	210 W Avenue C	1.96	\$ 3,457.13
15	Public Works	3201-A S WS YOUNG	17.00	\$25,686.22
			84.87	\$210,000.00

### **THE ALTERNATIVES CONSIDERED:**

Option 1 - Do not award the RFP and continue to seek qualified landscapers

Option 2 - Award RFP 22-12 and authorize an agreement with Heart of Texas Landscape & Irrigation Co., Inc.

### **Which alternative is recommended? Why?**

Recreation Services staff recommends City Council award RFP 22-12 and authorize an agreement with Heart of Texas Landscape & Irrigation Co., Inc. The approval of this agreement will allow the City of Killeen Recreation Services to care for and maintain our park system better. Recreation Services will reallocate our landscape crew, which is made up of five (5) employees, back into our park system.

### **CONFORMITY TO CITY POLICY:**

This RFP and the selection of the Heart of Texas Landscape & Irrigation Co., Inc. satisfies the competitive bid requirements and conforms to City Policy and all applicable state and local laws.

### **FINANCIAL IMPACT:**

#### **What is the amount of the expenditure in the current fiscal year? For future years?**

Landscape cost totals \$210,000 at 12 monthly equal payments. Based on a start date of July, 2022, total expected expense for the current fiscal year is \$52,500.

#### **Is this a one-time or recurring expenditure?**

This is a recurring expenditure. The one-year contract of \$210,000.00 will be paid monthly in twelve (12) equal billing payments.

#### **Is this expenditure budgeted?**

Yes, funds are available in the General Fund Recreation Services account 010-3025-425.47-99.

#### **If not, where will the money come from?**

N/A

#### **Is there a sufficient amount in the budgeted line-item for this expenditure?**

Yes

### **RECOMMENDATION:**

Recreation Services staff recommends City Council award RFP 22-12, Landscape Services, to Heart of Texas Landscape & Irrigation Co., Inc. in the amount of \$210,000.00 and that the City Manager or designee be authorized to execute any change orders as permitted by state and local law.

### **DEPARTMENTAL CLEARANCES:**

Legal  
Purchasing  
Finance

**ATTACHED SUPPORTING DOCUMENTS:**

RFP # 22-12  
Evaluation Matrix  
Contract  
Certificate of Interested Parties