



## MEMORANDUM

**To:** Mayor and City Council

**From:** Sheri Belmont, Assistant Director of Community Experiences  
Jessica Carpenter, Director of Community Experiences

**Date:** July 9, 2024

**Reference:** Consider award of Bid No. Q-0624-02 to Fully Involved Firefighter Landscaping LLC. for mowing and landscape services at Rolling Oaks Memorial Center, not to exceed \$131,352.00, as proposed in the FY 24-25 budget, and authorizing the City Manager to sign any necessary documents.

**2040:** Sustainable Government

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### Introduction:

The purpose of this agenda item is to award a bid to Fully Involved Firefighter Landscaping LLC for the mowing and landscape services at Rolling Oaks Memorial Center in the amount not to exceed \$131,352.00.

### Background:

On June 11, 2024, the Community Experiences Department solicited bids for Mowing and Landscape Services at Rolling Oaks Memorial Cemetery (ROMC). On June 18, 2024, eleven (11) landscape vendors submitted bids for consideration by staff. Please see the bid-tabulation document that is attached.

The current contract for these services was awarded to High Production Construction (HPC) in 2021 for a total of \$96,768.00. The original contract was for a one-year term, with 4 one-year renewals. The City exercised its right to terminate the contract, which ended in May 31, 2024. Due to rising costs for equipment, materials, and labor plus the expansion of scope to accommodate the additional garden and the amount of detailed work that is required for this site (considerable amount of granite markers, benches, urns, flower vases, etc. that the workers need to navigate around without causing damage while mowing, trimming, and edging), the City was budgeted to spend \$133,531.00 with HPC for mowing and landscape services at ROMC. As ROMC ages, the time that it takes to complete these tasks multiplies which results in additional labor hours.

The ROMC Bid Packet featured a Base Bid Section known as “Schedule A” and an Alternate Bid Section known as “Schedule B”. Schedule A includes mowing cycles, litter removal, leaf mulching, turf fertilization, pre-emergent & post emergent applications, planting in color beds, landscape bed maintenance, weed removal, mulching of landscape beds, and fire ant control. The seven items listed in Schedule B include additional spot treatments for fire ant control, an hourly rate for a licensed irrigator technician and an irrigator helper (non-licensed), the option to install 1-gallon and 3-gallon plants, the option to install 4” color bed pots and groundcover, and seasonal cutbacks for shrubs, grasses, and plants throughout ROMC.

Staff made several updates to this contract compared to the 2021 contract. The updates can be found in Schedule A and include (7) additional mowing cycles, (2) additional leaf mulching cycles, (1) additional post-emergent application, (24) additional cycles for weed removal in landscape beds, and (1) additional mulching for landscape beds. Schedule B was also added to allow staff to have the option to ensure that the maintenance and expectation needs are being met at ROMC. Please see the bid-tabulation document that is attached.

The bid packet informed bidders that this was a ‘Best Value’ bid and would be rated based on the following criteria: Experience and Qualifications, References, Price, and Alternate Bids. Based on this criterion, staff rated each submittal to choose the contractor with the overall best value for the City of Coppell and ROMC. While Fully Involved Firefighter Landscaping LLC did not submit the “low bid”, City staff believe due to their overall rating they are the “best value” for the City.

ROMC’s grounds are intricate and require a contractor that will take special care and consideration while working around thousands of markers, benches, and vases that belong to loved ones who are laid to rest at the cemetery.

**Benefit to the Community:**

Improving beautification and ensuring that the maintenance expectations are met for the families and visitors of ROMC.

**Legal Review:**

City Attorney has reviewed the bid.

**Fiscal Impact:**

The fiscal impact of this agenda item is \$131,352 if all estimated mowing cycles and services are necessary dependent on growing conditions. The remainder of the current FY 23-24 will be funded through savings within the ROMC division due to the termination of the HPC contract. The proposed FY 24-25 ROMC division budget includes funding for this contract.

**Recommendation:**

The Community Experiences Department recommends approval of this item.