

## STAFF REPORT

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**Date:** February 28, 2024

**To:** Mayor and City Council

**Through:** Doug Thornley, City Manager

**Subject:** Staff Report (For Possible Action): Approval to award a contract for Request for Proposal (RFP) #2024-08 for Park Mowing Services to Reno Green Landscaping, LLC, beginning April 1, 2024, and ending December 31, 2024, in the amount of \$335,098. (General Fund)

**From:** Matt Brezina, Parks Manager

**Department:** Parks and Recreation

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**Summary:**

The City advertised a Request for Proposal (RFP) on December 19, 2023, for park turf mowing services for all City parks and athletic fields. Staff received three proposals with Reno Green Landscaping, LLC, as the most responsible bidder at a cost of \$335,098. The contract period is for one year with two, one-year extensions available; includes a 30-day cancellation clause, if necessary; and performance standards and penalties in the event of inadequate service. Staff recommends awarding a contract to Reno Green Landscaping, LLC, with a start date of April 1, 2024, and an expiration date of December 31, 2024.

<b>Consent Review</b>	<b>Yes</b>	<b>No</b>
1. Is this item an annual or standard item that comes before Council for regular approval?	<b>X</b>	
2. Is this item an agreement required based on an item previously approved by Council?	<b>X</b>	
3. Is this item included in the current budget approved and adopted by Council?	<b>X</b>	
<b>Other Considerations</b>		
What percent of the total City budget does this item represent?	<b>.039%</b>	

**Alignment with Strategic Plan:**

Arts, Parks, and Historical Resources

**Previous Council Action:**

On November 28, 2018, Council approved a five-year contract for park mowing services to Signature Landscapes LLC (now Brightview Landscape Services), in the annual amount of \$202,988, which expired December 31, 2023.

**Background:**

**Discussion:**

The City solicited bids for weekly mowing for all park sites. The base bid is for regularly scheduled weekly mowing for a period of 26 weeks per year. The contingency is for additional weekly mows which may be necessary before or after the regular season based on weather and turf conditions. Under this contract, the contractor will only be paid for actual mowing services performed, even if the total for any site is less than 26 per season. Three bidders submitted proposals and all three were given full consideration.

The RFP also allowed bidders to submit Bid Alternate 1 for the execution of one additional mowing per week at 38 athletic field sites. User groups like the Reno Youth Sports Association (RYSA) have been actively requesting the City to improve field conditions for safety reasons. The additional mowing at athletic fields is the first step to increasing turf health and improving field conditions. Increased mowing frequency will allow staff to adequately fertilize and water the fields without the generation of excess grass clippings. Increased turf health allows the plant to better withstand the high traffic of sports leagues, leading to better turf coverage and enhanced safety conditions.

The bids are shown below:

<b>Bid Tabulation</b>	<b>Brightview Landscape Services</b>	<b>Reno Green Landscaping, LLC.</b>	<b>Legends Landscaping</b>
Base Bid	\$172,000	\$219,500	\$460,000
Contingency (10%)	\$17,200	\$21,950	\$46,000
<b>Total Base Bid</b>	<b>\$189,200</b>	<b>\$241,450</b>	<b>\$506,000</b>
Bid Alternate 1 (additional mow)	\$73,616	\$93,648	\$196,144
<b>Total Annual Contract Price</b>	<b>\$262,816</b>	<b>\$335,098</b>	<b>\$702,144</b>

Brightview Landscape Services submitted the lowest Base Bid and Bid Alternate; however, being the previous contract holder, staff and user groups were not satisfied with their quality of service, and do not recommend engaging in a new contract for mowing services with the City. A panel of staff evaluated the bid submissions and rated the three contractors in six categories, with

Reno Green Landscaping, LLC ranking the highest.

**Financial Implications:**

For fiscal year (FY) 23/24, the anticipated additional contract cost over the current annual budget is approximately \$57,672 based on historical mowing costs for April through June. This amount will be covered by Parks Division Temporary Employee Salary budget savings. For FY 24/25 and beyond, the additional contract cost will be included in the Parks Division base budget. Beginning January 2025, Revenue increases from RYSA will help offset additional mowing costs by generating approximately \$26,000 of additional player fees.

**Legal Implications:**

Legal review completed for compliance with City procedures and Nevada law.

**Recommendation:**

Staff recommends Council award the contract to Reno Green Landscaping, LLC, in the annual amount of \$335,098 for park mowing services for 2024.

**Proposed Motion:**

I move to approve staff recommendation.

**Attachments:**

Reno Green RFP #2024-08 Park Mowing Services  
Addendum to Bid Alternate 1  
Contract - Unsigned