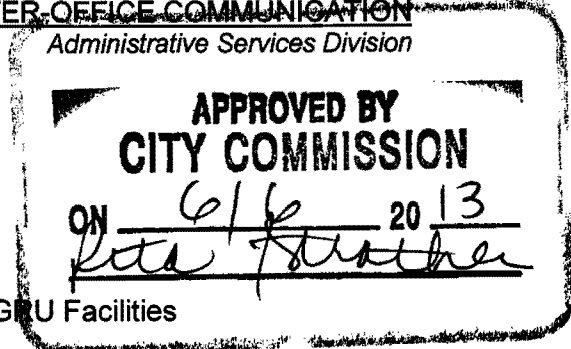




INTER-OFFICE COMMUNICATION
Administrative Services Division



DATE:

TO: Honorable Mayor and Members of the City Commission

FROM: Robert E. Hunzinger, General Manager

SUBJECT: Contract for Grounds Maintenance Services for Various GRU Facilities

EXECUTIVE SUMMARY:

Staff recommends award of a contract to E.W. Reshard, Inc. for grounds maintenance services for various GRU facilities.

RECOMMENDATION:

The City Commission: 1) authorize the General Manager, or his designee, to negotiate and execute a three-year contract with E.W. Reshard, Inc. for grounds maintenance services for various GRU facilities; and 2) approve the issuance of purchase orders for these services to E.W. Reshard, Inc. in an amount not to exceed \$90,000 per year, subject to the final appropriation of funds for these services in each fiscal year of the agreement.

EXPLANATION:

Grounds maintenance is required at GRU facilities throughout the Utility's service area. Services performed under this contract include routine maintenance, fertilization, mulching, pruning and weed control of lawns, trees, shrubs and flower beds, as well as other related services in accordance with each facility's specific requirements. The facilities covered by this contract include the GRU Administration Building, Springhills Service Center, the Main Street and Kanapaha Water Reclamation Facilities, eleven electric substations, and the Murphree Water Treatment Plant and its six remote facilities. Because the sites are located adjacent to or in commercial or residential areas, it is essential that these properties are properly maintained for aesthetic and safety purposes.

Invitations to Bid were sent to 52 prospective grounds maintenance companies and the bid was posted on the GRU website. Mandatory pre-bid meetings and walk-throughs of the various GRU facilities were held with seven companies in attendance. Eight bids were received, including three no bids.

Bids were evaluated based on pricing, experience, equipment, references, years in business, relevant business certifications, an invoice sample and Local Preference. E.W. Reshard, Inc., a local minority-owned business, provided the best evaluated bid. A tabulation of the bids received is attached for your reference. The contract allows for an annual price adjustment, not to exceed the Consumer's Price Index (CPI) for each year of the contract, and subject to approval by GRU.

FISCAL IMPACT:

Funds are available in GRU's FY 2013 budget and will be requested in subsequent year budgets.

Prepared by:

Kathy E. Viehe, Assistant General Manager
Customer Support Services

Submitted by:

Robert E. Hunzinger
General Manager