



TO THE HONORABLE MAYOR AND COUNCIL

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REPORT TO: STILLWATER CITY COUNCIL

No. CC-16-32

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ISSUED BY THE CITY MANAGER - STILLWATER, OKLAHOMA

**Date of Meeting:** March 21, 2016

**Subject:** City Facilities Lawn Care

**Purpose of Report:** Award City Facilities Lawn Care Bid

**Background:** Over the past year, discussions by the Quality of Life Ad-Hoc Committee of the Council and concerns expressed by citizens indicated a need to change how we handled the landscape maintenance on City property. Additionally, several of the Strategic Initiatives supported by the Council reinforce this need:

- Apply strategies to reduce the cost of providing City services. – Contracting out certain aspects of landscape maintenance is less costly than completing the work in-house and frees up resources for other priorities. The cost of the recommendation below is significantly less than the cost of the crew and equipment that used to perform this work.
- Provide well-maintained and adequate infrastructure and maintain City assets. – Past City landscape maintenance practices simply controlled a nuisance, rather than providing the kind of quality and aesthetically pleasing appearance expected by the citizens.
- Reduce code violations, substandard housing. – The City is to set the example. Our past mowing rotation of 14 days resulted in grass that was barely compliant with the codes imposed on private property.

Based on the above, staff initiated planning to better address the lawn care of City owned facilities. The initiative proposes a combination of private contractors for high visibility facilities, and City resources dedicated more heavily to large parks during the mowing season. The goal is that high visibility areas will be mowed, edged, and trimmed every 7 days on all City property and parks.

**Discussion:** Staff received bids for lawn care of City facilities, rights-of-way, parking lots and small parks. 19 locations were included in the bid, totaling 27.30 acres. The service to be provided will include mowing, weeding, edging and cleaning of site. All locations except two will be serviced weekly. Two locations (sub-stations) will be serviced once every two weeks. It is anticipated that landscape maintenance of flowers and planting beds will be handled under a separate contract agreement unrelated to this bid that will be forthcoming in the near future. Eight bids were received and five bids were for all locations. Shann's Lawn and Landscape was the low bid for all locations.

**Budget Impact:** Funding is available in the FY 16 budget to contract for these services.

**Recommendation:** Staff recommends awarding bid to low bidder, Shann's Lawn and Landscape, for \$78,640.

**Prepared by:**

Jim Scott, Parks and Recreation Manager

**Reviewed by Administrative Director:**

John McClenny, Operations Director

**Submitted by:**

Norman McNickle  
City Manager

**Attachment:** Bid tabulation sheet