



STAFF REPORT

DATE: 4/17/2018

CONSENT

ITEM #: 11

TO: City Council

FROM: Rob Weldon, Public Works Director

AGENDA ITEM: Award Lawn Mowing RFQ

REVIEWED BY: Kristina Handt, City Administrator
Brian A. Swanson, Finance Director

BACKGROUND:

As part of the City Council Agenda on February 20, 2018 it was approved to issue an RFQ for Lawn Mowing Service in 2018 for city properties.

Over the past several years, the city has been faced with increasing difficulty of finding and hiring seasonal workers to handle lawn care duties of city properties. Because of summer help shortage, mowing and upkeep of city properties has been difficult to achieve. Full time staff has been used in the past to assist with mowing but with the increased growth of the city, their expertise is needed and prioritized elsewhere. Staff feels that by contracting out lawn care and reducing the number of seasonal workers hired there will be a higher quality of service delivered to the parks of Lake Elmo. With mowing contracted out more attention and detail can be given to ball fields and other areas of improvements needed in the parks without the burden of mowing.

ISSUE BEFORE COUNCIL:

Should council award and contract Lawn Mowing services in 2018?

PROPOSAL DETAILS/ANALYSIS:

The City received five bids in response to the request for quotes issued in February. Staff is recommending the Council award the bid to the low bidder, Black Rock Property Maintenance LLC.

Contractor	Weekly Mowing/Trimming	Bi-Monthly Mowing/Trimming	Est Annual Cost
Black Rock Property Maintenance LLC	1784.00	132.00	33,300.00
DPM	2855.00	320.00	54,270.00
Monson	3325.00	335.00	62,865.00
MSP	4856.00	435.00	91,323.00
Valdes	1784.00	175.00	33,687.00

FISCAL IMPACT:

Estimated cost for contracting mowing is \$33,300 (assuming May to Sept service). The Parks Seasonal staffing budget for 2018 was about \$30,300. Staff would still like to hire one seasonal parks staff to maintain ballfields, playground equipment and collect garbage. The estimated cost of this position is \$7,750. Some of the additional cost of contracting out mowing services will be offset by reductions in other

areas of the budget. For example, staff estimates saving \$4,050 in fuel costs since we won't be using our own mowers. In addition a couple thousand is expected to be saved in repair costs to the mowers as well.

OPTIONS:

1. Award the Bid for 2018 Lawn Mowing Services to Black Rock Property Maintenance LLC and authorize the Clerk and Mayor to sign the contract after review by the City Attorney
2. Deny 2018 Lawn Mowing Services Contract
3. Table 2018 Lawn Mowing Services Contract

RECOMMENDATION:

“Motion to award the bid for 2018 Lawn Mowing Services to Black Rock Property Maintenance LLC and authorize City Clerk and Mayor to sign contract after review by City Attorney”

ATTACHMENTS:

- None