



Legislation Text

File #: 2022-0010, **Version:** 0

Title/Name/Summary

RFP 21-063 - Turf Mowing and Maintenance Services

History

On December 1, 2021, RFP 21-063 was issued requesting proposals for turf mowing and maintenance services for 2022 - 2024, with the Village's option to renew for two (2) additional years (2025 - 2026). The scope of work consists of mowing, grounds maintenance, string trimming, debris removal, and other such work as required for the maintenance of turf grass (i.e. lawn) at three hundred fifty-one (351) Village sites, including parks, facilities, stormwater basins, medians, and right-of-ways located within the Village.

Historically, the mowing season lasts for thirty (30) weeks, beginning in early April and typically ending in the last week of October. The actual start and end dates for each year is determined by the Public Works Director. Mowing of all sites is required on a weekly basis, although this also varies as mowing may be suspended during drought conditions or increased to twice per week during periods of frequent rains.

As such, a per week proposal price was requested for weekly at all sites. In addition to regular mowing services, the RFP requested price proposals for "Site Additions" and "Nuisance Mowing" as needed. These additions to the scope of work allow the Village flexibility in the case that mowing sites are added in the future, and allows the Contractor to mow private property or other problem sites that have been neglected, on behalf of the Village.

The "Turf Mowing and Maintenance Services" RFP closed on December 17, 2021, at which time a total of eighteen (18) vendors had either completely or partially downloaded the RFP documents. Ultimately, five (5) proposals were submitted. The RFP proposal tabulation/summary is attached as Exhibit A for reference. Exhibit B - Mowing Proposal Summary shows a five (5) year cost summary of the proposals based on a typical thirty (30) week mowing season.

Proposals were evaluated on proposed prices, vendor qualifications, and each firm's ability to fulfill the Scope of Work outlined in the RFP.

While each of the vendors demonstrated qualifications and capability to complete full scope of work, Semmer Landscape LLC submitted the lowest weekly, site addition, and nuisance mowing costs. Semmer Landscape, who has been the Village's mowing contractor since 2017, has continually provided a high level of professionalism and service since that time. Its staff has proven to be extremely responsive to resident inquiries or additional Village requests. They are also willing to admit when mistakes have been made, and work to remedy issues promptly.

Upon conclusion of the evaluation of proposals, Semmer Landscapes was determined to be the company able to best perform the work in conformity with the Scope of Work and Contract

documents at the lowest price.

Financial Impact

Funding for Turf Mowing is included in the annual budget process, and is proposed in FY2022 in accounts 010-5002-443510, 026-0000-443510, 010-1700-443500, 031-6007-443510, 282-0000-443510, and 283-4003-443510.

In addition to the weekly mowing costs detailed in the Unit Price Sheet, the annual budget amounts for mowing services will include costs for "Nuisance Mowing" in an amount of five percent (5%) of the annual contract amount. Furthermore, any site additions resulting in added mowing acreage would increase the contract amount by the amounts listed on the Unit Price Sheet.

Recommended Action/Motion

I move to approve awarding RFP 21-063 Turf Mowing and Maintenance Services to Semmer Landscape LLC for 2022 - 2024, with the Village's option to extend the contract for an additional two (2) years for an amount not to exceed the annual Board approved budgeted amounts;

AND

To authorize the Village Manager to execute all related contracts subject to Village Attorney review.