



Executive Summary Finance Committee Meeting

DATE: February 18, 2021

TOPIC: Landscaping Bid

PREPARED BY: Courtney Whited

Recommended for:

- ☒ Action
- ☒ Discussion
- ☒ Information

Purpose/Background:

The Board of Education approves expenditures that are more than \$10,000. On January 14, 2021, the District provided legal notice to go out to bid for landscaping services. On January 25, 2021, the District received bids from three contractors for the 2021 and 2022 seasons. The bid documents require the bidders to complete the following services:

- 35 weekly lawn mowing, shrub bed and tree ring maintenance
- 2 annual lawn weed and fertilizer applications.
- 1 annual mulch of applicable areas

Fiscal Impact:

● Contour Landscaping	Year 1: \$42,288 / Year 2: \$42,288 = Total \$84,576
● Fleck's Landscaping	Year 1: \$46,439 / Year 2: \$46,439 = Total \$92,878
● ILT Vignocchi Landscaping	Year 1: \$73,890 / Year 2: \$73,890 = Total \$147,780

Attached for review, please find the evaluation matrix used in determining the most qualified responsible bidder and the contract developed with assistance from the District's attorneys. The matrix provided for a Phase I evaluation, which required a minimum qualifying score of eight to move to the Phase II evaluation. Each bidder qualified to move to the Phase II evaluation process. The Phase II evaluation process required the administration to review six different components of each vendor's bid document and rate each component from 1 (least favorable) to 5 (most favorable). Overall, Contour Landscaping is the administrative recommendation with a score of 30 versus 27 for Fleck's Landscaping and 25 for ILT Vignocchi Landscaping. The most significant determining factors in the evaluation process was the cost and the references provided by each contractor. Legal counsel reviewed the bid from Contour, found it to be in order and cited no issues.

Recommendation:

It is the Administrative recommendation that the Finance Committee concurs to recommend to the Board of Education to support the recommendation to retain the services of Contour Landscaping Inc. with an annual cost of \$42,288 for both the 2021 and 2022 seasons, for a total of \$84,576.