



Purchasing Department
300 W Walker
League City, TX 77573

Main: 281.554.1400
Direct: 281.554.1334

www.leaguecitytx.gov

MEMORANDUM

To: John Baumgartner, City Manager

From: Gwynetheia V. Pope, Interim Purchasing Manager

CC: Chien Wei, Director of Parks & Cultural Services
Rusty Bolen, Parks Operations Superintendent

Date: 3/14/2019

Re: Invitation to Bid (ITB) No. 19-ParkOp-008
City Wide Live Oak Maintenance
Bid Evaluation and Award Recommendation

HISTORY

On November 5, 2018 Invitation to Bid (ITB) No. 19-ParkOp-008 City Wide Live Oak Maintenance was released to the public. The objective of the solicitation was to seek a qualified vendor to provide maintenance to the large live oak trees at League Park, Heritage Park, and Countryside Park. Bids were received and opened publicly November 27, 2018 at 2:00 pm CST. We received four (4) packages pursuant to solicitation 19-ParkOp-008 City Wide Live Oak Maintenance. Each package was thoroughly evaluated to confirm the scope of work was met. The Park Operations Superintendent Rusty Bolden, was very concerned with the inconsistencies in two of the 4 packages that we received. Both being the apparent “low bidder”. On February 14th an informal Request for Information (RFI) was sent to those two bidders, with the information we received it was then determined that M+ Company Landscape and Maintenance was the most responsive for this project, based on previous market research and history. The following language was inserted: “The City of League City reserves the right to accept or reject all or any part of any proposal, waive, minor technicalities and award the project based on the best value, and or serves the best interest of the City of League City”. The enclosed document from Mr. Bolen contains his recommendation.



AWARD RECOMMENDATION

The Purchasing Department supports the recommendation of Rusty Bolen, Park Operations Superintendent, to award M+ Company Landscape and Maintenance for this project, being the most responsive, and the most fair and reasonable for the City in the amount of \$94,833.70.

G. Valeris Pope

Gwynetheia V. Pope CTPM, CTCM
Senior Buyer, Interim Purchasing Manager



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RECOMMENDATION

Date: March 14, 2019

To: Gwynetheia Pope, Senior Buyer
From: Rusty Bolen, Park Operations Superintendent

Re: ITB 19-ParkOP-008 City-Wide Live Oak Tree Maintenance

Purchasing Team,

Upon review of all quotes, bids and/or proposals and after contacting references provided, it is our recommendation to use **M+ Company Landscape and Maintenance** as our **City Wide Live Oak Tree Maintenance** vendor in the amount of **\$94,833.70**.

My signature on this form attests to the recommendation and will enter a requisition for the amount stated above when the time comes for this step. If City Council approval is required, Purchasing will assist with the preparation of the data sheet and related documents. Purchasing will obtain all required signatures and issue a Notice to Proceed to the vendor.

Please note that any work related to this contract must not begin until a Notice to Proceed has been issued.

I, Rusty Bolen, agree with the above recommendation.

Signed: [Signature]

Date: 3/14/19

Please sign and return to Purchasing Department.