

Supplemental Services Contract Procurement

WORK Inc. has performed supplemental maintenance activities for the Conservancy since the Conservancy's lease term began in February of 2009. In May of 2010 the Conservancy entered into a 1 year Contract for FY'11 which included options for renewal at the end of the term for up to two additional 1-year terms ending FY'14.

Recommendation:

WORK Inc. has been our partner since 2009 when we began operating the park. The non-profit agency provides opportunities to individuals with disabilities. We have had issues with management oversight and staffing – however they continue to resolve these issues and work with us to provide a high level of service. During negotiation of this contract they outlined a Quality Management initiative that they will be introducing on the Greenway, should they be selected.

Out of the three proposals received they were lowest by \$189,442.

The scope of Work includes the Armenian Heritage Park (Parcel 13).

The total contract price of \$537,084 falls within the current FY'14 budget.

Given the significant cost value of their proposal and this understanding of improved quality going forward the Operations Staff recommends entering into a 3 year Contract with WORK Inc.

Process:

1. Solicit a minimum of three bids for daily (7 days per week) supplemental maintenance of the Greenway similar in scope to the tasks and quality of that which is currently being done to date to include:
 1. Written scope of work and term of contract for prospective bidders.
 2. Q & A with all prospective bidders.
 3. Physical walkthrough of Greenway to include all areas to be maintained.
 4. Schedule of procurement process with the submittal deadline of noon on June 19, 2013
2. Five vendors were contacted to submit proposals:
 1. EMCOR Facilities of North America [DECLINED]
 2. ABM Industries, Inc. (OneSource Landscape and Golf Services) [NON-RESPONSIVE]
 3. DTZ, Inc. (a UGL company)
 4. ValleyCrest Landscape Maintenance
 5. WORK Inc. (the current vendor)
3. Review of bids (June 19-24).
4. Make recommendation to Finance Audit/Risk Management Committee (June 25, 2013)
5. Recommendation and vote by the Board of Directors (July 16, 2013)
6. Inform selected vendor and finalize contract
7. Signing of contract by Acting Executive Director and Vendor representative on.

Changes that Conservancy seeks in new contract:

1. Term – Three year duration with two three year extensions possible if approved by both parties.
2. Terminate without cause – 180 days.

Analysis:

Three proposals were submitted (in order of submission):

1. **WORK Inc.:** \$542,088/ year

Scope of work was consistent with RFP. Additional (new) equipment proposed for new term supplementing aging fleet.

We met with them on 6/20 to go over scoping, management and quality assurance. Work Inc. subsequently provided a revised proposal:

\$537,084/year

2. **ValleyCrest Landscape Maintenance:** \$695,646/year w/3% markup each additional year

\$2,880 add for drainage maintenance

\$28,000 add for lawn care

\$726,526 /year

Although the proposal was complete and directly responded to the scope, the staffing model appeared lean and would not support peak use times. There was a slight (24MH/wk) adjustment for peak season. During a telecom 6/20 VC confirmed that they would be interested in a mow only contract for \$28,000/year if desired.

3. **DTZ, Inc.:** \$506,748.16/year

Due to technical problems at their office the Proposal was received 15 minutes after the deadline. The Proposal generally responded to the scope, however the staffing and equipment models appeared to be less than needed at peak times and for snow/ice removal and did not adjust for seasonal conditions.

We met with them on 6/20 and discussed the proposal. DTZ, Inc. subsequently revised their proposal to address areas identified for more detail. An additional crew was added daily for peak season coverage with an associated vehicle and pressure washer with trailer. Additional snow equipment was added to the dedicated equipment list. The revised proposal totaled:

\$832,961.44
