

Post-Solicitation Briefing for Parks and Historical Cemeteries Mowing Services



Audit Committee

September 10, 2024

Melinda Cerda, Assistant Director, Parks and Recreation Department

Solicitation Overview



The Parks and Recreation Department issued a solicitation for a contractor to provide mowing services for various City parks, trailheads, greenway trails, sports fields, and historic City cemeteries. The services must be completed across nine sectors throughout the City, encompassing over 200 sites totaling approximately 2,500 acres.

Solicitation Type

- Request for Competitive Sealed Proposals (RFCSP)

Proposed Term

- 3 years with 2, 1-year options

Estimated Value

- \$2.6 million annually
- \$13 million total

Funding Source

- General Fund

Current Contract Status

- Expires 9/30/24

Recommended Award



FINAL SCORE MATRIX

RFCSP for Annual Contract for Parks and Historical Cemeteries Mowing Services (24-052; 6100017650) Score Summary *FINAL EVALUATION August 14, 2024	Maximum Points	VENDOR A	VENDOR B
A - Experience, Background and Qualifications	30	25.80	21.60
B - Proposed Plan	30	27.40	17.20
A - B Sub-Total	60	53.20	38.80
C - Price	20	20.00	11.64
D - SBEDA - SBE Prime Contract Program	10	10.00	10.00
D - SBEDA - M/WBE Prime Contract Program	10	10.00	10.00
TOTAL SCORE	100	93.20	70.44
RANK BASED ON TOTAL SCORE		1	2

*One evaluation meeting held, and no interviews conducted.

SBEDA Subcontracting Requirements – M/WBE 16% and Mentor Protégé Program

Local Preference Program – Not Applicable

Veteran-Owned Small Business Preference Program – Not Applicable

Due Diligence



Finance and Auditor Departments – Due Diligence Results

Number of vendors notified:

588

Number of vendors at pre-submittal conference:

6

Number of responses received:

5 proposals received; 2 respondents were deemed non-responsive for failure to meet the SBEDA subcontracting goal requirements.

Results of Minimum Requirements Review

1 respondent withdrew their response due to price schedule errors.

Results of Due Diligence Review

No Material Findings



Thank You

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