



# City of Norman, OK

Municipal Building  
Council Chambers  
201 West Gray  
Norman, OK 73069

## Master

**File Number: K-1415-45**

**File ID:** K-1415-45

**Type:** Contract

**Status:** Consent Item

**Version:** 1

**Reference:** Item No. 21

**In Control:** City Council

**Department:** Parks and Recreation  
Department

**Cost:** \$77,092.00

**File Created:** 09/11/2014

**File Name:** Legacy Park Lawn & Irrigation Service

**Final Action:**

**Title:** CONTRACT NO. K-1415-45: A CONTRACT BY AND BETWEEN THE NORMAN TAX INCREMENT FINANCE AUTHORITY AND PITZER'S LAWN MANAGEMENT, INC., IN THE AMOUNT OF \$77,092 FOR THE LEGACY PARK LAWN CARE AND IRRIGATION SERVICES; AND APPROPRIATION OF \$200,000 FROM THE UNIVERSITY NORTH PARK TIF FUND BALANCE FOR PAYMENTS UNDER CONTRACT NO. K-1415-45 AND OTHER USES CONSISTENT WITH DEVELOPMENT AGREEMENT NO. 5.

**Notes:** .ACTION NEEDED: Acting as the Norman Tax Increment Finance Authority, motion to approve or reject Contract No. K-1415-45 with Pitzer's Lawn Management, Inc., in the amount of \$77,092; and, if approved, authorize the execution thereof and appropriate \$77,092 from the North Park TIF Fund Balance (057-0000-253.2000) to Maintenance & Repair Services/Other Miscellaneous (057-7010-452.42-99).

ACTION TAKEN: \_\_\_\_\_

**Agenda Date:** 09/23/2014

**Agenda Number:** 21

**Attachments:** Bid Tabulation Legacy Mowing.pdf, Pitzer Contract.pdf, Legacy Park Location Map.pdf, Pitzer Requisition

**Project Manager:** Jud Foster, Director of Parks and Recreation

**Entered by:** suzanne.terry@normanok.gov

**Effective Date:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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### Text of Legislative File K-1415-45

Body

**BACKGROUND:** On 22 January 2013, the Norman Tax Increment Finance Authority (NTIFA) approved Contract No. K-1213-67 with CGC, Inc. for the construction of Legacy Park. Although there have been several weather delays, construction has proceeded since that time. It is anticipated the park will be completed in late October or early November. Once completed, maintenance of the park will be accomplished through a Business Improvement District (BID). In accordance with Development Agreement No. 5, the contributions to the BID District shall be \$200,000 per year for ten (10) years. In the first year of the BID the full contribution will be made from accumulated UNP TIF Revenues. In subsequent years annual assessments made against developed properties within the BID District will progressively increase until the full \$200,000 assessment is

made against the developed properties. The Bid District encompasses property from Robinson Street on the south to Tecumseh Road on the North, the airport property on the east and I-35 on the west. In anticipation of completion of the park, Contract No. K-1415-45 is coming forward to Council to provide for on-going maintenance of Legacy Park.

**DISCUSSION:** Request for Proposal No. RFP-1415-15 for Legacy Park annual contractual maintenance was divided into three sections: 1) Lawn Care & Chemical Program, 2) Irrigation Services and 3) General Site/Restroom Maintenance.

On August 1st and 8th, 2014, RFP 1415-15 was advertised in the *Norman Transcript*. The RFP was additionally advertised in Bid News, Reed Business, Eplan, McGraw-Hill and Bid Clerk plan rooms. The RFP was mailed to 78 lawn care, irrigation and janitorial service companies doing business in the OKC Metro area. Of those, four companies responded with proposals. The proposed Contract No. K-1415-45 pertains to Sections 1 and 2 for lawn care and irrigation services. Section 3 for restroom maintenance will be brought forward in a separate contract.

Pitzer's Lawn Management, Inc., submitted the best proposal for Section 1: Lawn Care \$59,500, with a Chemical Program \$8,232; and Section 2: Irrigation Services \$9,360 for a total annual contract of \$77,092. Pitzer's Lawn Management, Inc. is an experienced company with large commercial contract experience. They are currently under contract for lawn maintenance services throughout most of the University North Park development area. It should also be noted that the proposed prices in these proposals are based on unit prices per visit, with an estimated number of visits each year. The actual total annual cost may vary somewhat based on weather and growing conditions through the year.

McGovern Sprinklers only proposed irrigation services which were \$3,380 less than Pitzer's. Staff feels that it will be in the best interest of the NTIFA for one contractor to provide both mowing and irrigation services. This will result in better coordination, communication and continuity and thus a better final product for the community.

Contract No. K-1415-45 provides for lawn maintenance services, a chemical program for fertilization and weed control and irrigation maintenance services throughout the eight acre Legacy Park site.

The term of the contract is for one year, with the option to renew for two additional one year terms. The contract may be terminated by either party, with or without cause, with a 30 day advance written notice. Payments to the contractor may be made on a monthly basis, following receipt of complete invoicing for services provided. The contractor will provide insurance in the amounts prescribed in the Oklahoma Tort Claims Act, indemnifying and holding harmless the NTIFA, its officers and employees.

Lawn services will include litter removal, mowing, weeding and trimming on a weekly basis throughout the growing season. A seasonal fertilization and weed control program will also be included. Trees and shrubs will be trimmed and pruned as needed to maintain proper shape and appearance. Ground covers and mulch will be maintained and replaced as needed. The irrigation system will be inspected twice each month to ensure proper operation and timing. The City of Norman water conservation program will be followed. Repairs to the irrigation system that are necessary may be completed on a time and materials basis only after approval by City staff.

**RECOMMENDATION:** It is recommended that the Norman Tax Increment Finance Authority (NTIFA) approve Contract No. K-1415-45 with Pitzer's Lawn Management, Inc., in the amount of \$77,092 for annual Lawn Care, Chemical Program and Irrigation Services for Legacy Park. The Contract will be administered by the Parks and Recreation Department. To provide for this contract, and consistent with Development Agreement No. 5, an appropriation of \$200,000 is also recommended from the University North Park Tax Increment Finance Fund balance (account 057-0000-253.20-00) to Legacy Park Contractual Maintenance (account 057-7010-452.42-99). Payments from Contract No. K-1415-45 will be made from this expenditure account, as will the upcoming restroom maintenance arrangement, and other uses consistent with Development Agreement No. 5.