



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069

Master

File Number: K-1819-89

File ID: K-1819-89

Type: Contract

Status: Consent Item

Version: 1

Reference: Item 35

In Control: City Council

Department: Parks and Recreation
Department

Cost: \$67,732.00

File Created: 12/20/2018

File Name: Legacy Park Lawn Care

Final Action:

Title: CONTRACT K-1819-89: A CONTRACT BY AND BETWEEN THE NORMAN TAX INCREMENT FINANCE AUTHORITY AND PITZER'S LAWN MANAGEMENT, INC., IN THE AMOUNT OF \$67,732 TO PROVIDE LAWN CARE FOR LEGACY PARK.

Notes: ACTION NEEDED: Acting as the Norman Tax Increment Finance Authority, motion to approve or reject Contract K-1819-89 with Pitzer's Lawn Management, Inc., in the amount of \$67,732; and, if approved, authorize the execution thereof.

ACTION TAKEN: _____

Agenda Date: 01/08/2019

Agenda Number: 35

Attachments: K-1819-89, Purchase Req

Project Manager: Matt Hendren, Parks Superintendent

Entered by: lisa.griggs@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-1819-89

Body

BACKGROUND: On 22 January 2013, the Norman Tax Increment Finance Authority (NTIFA) approved Contract K-1213-67 with CGC, Inc. for the construction of Legacy Park. Since the park was completed, maintenance of the park has been accomplished through contracted maintenance of services funded through the University North Park Business Improvement District (UNP BID). Contract K-1819-89 is coming forward for consideration of the on-going maintenance of Legacy Park.

DISCUSSION: Request for Proposal (RFP) 1819-34 for Legacy Park Maintenance was advertised on November 9th and 16th, 2018, in the *Norman Transcript*. The RFP was additionally advertised in Eplan, and Deltek plan rooms.

Pitzer's Lawn Management, Inc. submitted the only response to RFP-1819-34. 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. They have been

maintaining Legacy Park since 2014 and currently perform various other contract mowing services for the Parks and Recreation Department. 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. Contract K-1819-89 provides for lawn maintenance services throughout the eight acre Legacy Park site.

Funding for this contract is currently available, through UNP BID revenues, in the Legacy Park Maintenance and Repair Services/Other Miscellaneous (account number 057-7010-452.42-99).

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.

RECOMMENDATION: It is recommended that the Norman Tax Increment Finance Authority (NTIFA) approve Contract K-1819-89 for annual Lawn Care and Chemical Program Services for Legacy Park, with Pitzer's Lawn Management, Inc. in the amount of \$67,732. The Contract will be administered by the Parks and Recreation Department.