

T.5.E.3.

Memorandum Date: December 3, 2009
Order Date: December 16, 2009

TO: Board of County Commissioners
DEPARTMENT: Management Services
PRESENTED BY: Sandra Hahn, Purchasing Program Supervisor
AGENDA ITEM TITLE: IN THE MATTER OF ACCEPTING A PROPOSAL FOR LCP 2009-13 FOR LANDSCAPING MAINTENANCE SERVICES AND AWARDED A THREE YEAR EXPENSE CONTRACT TO CHORAK MOWING

I. MOTION

MOVE APPROVAL OF ORDER 09-12-16-X ACCEPTING A PROPOSAL FOR LCP 2009-13 FOR LANDSCAPING MAINTENANCE SERVICES AND AWARDED A THREE YEAR EXPENSE CONTRACT TO CHORAK MOWING.

II. AGENDA ITEM SUMMARY

The County has a need for landscaping maintenance services for the Juvenile Justice facilities, Mental Health facilities, Elections facilities, and OSU Extension area at the fairgrounds.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

Request For Proposal #LCP 2009-13 was issued and advertised on the County website on October 12, 2009. Three proposals were received and evaluated by a committee comprised of Management Services, Facilities Management, and Youth Services. Chorak was selected as the respondent providing the best combination of pricing and services, and therefore, the best overall value.

B. Policy Issues

This item supports the County's competitive selection processes in accordance with Lane Manual Chapter 21.

C. Board Goals

This item supports the goals of providing efficient and effective financial and administrative support and systems and allocating resources strategically.

D. Financial and/or Resource Considerations

The contract is estimated at \$138,484 for a 3-year term and is expected to cover all of the County's costs for landscaping maintenance services in the areas listed above in section II.

Elms cost proposal was 22% higher than the lowest cost proposal (Chorak) and 16% more expensive than the County's current cost. Kokkeler's cost proposal was 16% higher than the lowest cost proposal and 10.5% more expensive than the County's current cost. Chorak scored the most points, and was the only proposer who offered a savings for the County. Chorak has also been working for us in all areas but the Juvenile Justice Center area and the managers there have been satisfied that they provide satisfactory service. Chorak was selected for the award.

As a note, the County will begin using a consolidated performance scorecard monthly for the first 6 months of the contract, and every 6 months thereafter, to ensure the awarded Contractor performs at level that satisfies the County.

E. Analysis

The RFP process used both qualitative and cost criteria as follows:

| <i>Criteria:</i> | <i>Possible Points</i> |
|---------------------------------------|------------------------|
| Cultural Competency | 5 |
| Firm & Staff Qualifications | 12 |
| References | 13 |
| Scope of Work Compliance Capabilities | 30 |
| Proposed Cost | 40 |
| <hr/> | |
| Total Possible Evaluation Points | 100 |

F. Alternatives/Options

1. Approve the award of the contract to Chorak.
2. If the Board believes the award is in violation of ORS or Lane Manual statutes, do not approve the award and direct Management Services staff to seek alternatives.

IV. RECOMMENDATION

The Purchasing Program Supervisor recommends award of the contract to Chorak Mowing.

V. TIMING/IMPLEMENTATION

Upon approval the contract will be executed..

VI. FOLLOW-UP

None.

VII. ATTACHMENTS

Order 09-12-16-x

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO. 09-12-16-x

IN THE MATTER OF ACCEPTING A PROPOSAL
FOR LCP 2009-13 FOR LANDSCAPING
MAINTENANCE SERVICES AND AWARDING A
THREE YEAR EXPENSE CONTRACT TO
CHORAK MOWING

WHEREAS, Lane County has a need for landscaping maintenance services; and

WHEREAS, Request for Proposal LCP 2009-13 was issued on October 12, 2009; and

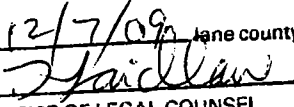
WHEREAS, Chorak Mowing submitted the proposal that offered the best overall value to the County in conformance with the RFP requirements;

NOW, THEREFORE, it is hereby ordered that the Board of Commissioners awards a three-year expense contract for landscape maintenance services to Chorak Mowing; and

BE IT FURTHER RESOLVED, that the County Administrator is delegated authority to execute such a contract.

DATED this 16th day of December, 2009.

Chair, Lane County Board of Commissioners

APPROVED AS TO FORM
Date 12/7/09 Lane County

OFFICE OF LEGAL COUNSEL