



OFFICE MEMORANDUM

Date: September 5, 2012

COORDINATION — ROUTING

Div.	Name	Initial	Date
Purchasing	Brenda Fuller		
Purchasing	Kerstin Hancock		
Purchasing	Jonathan Harris		
Purchasing	Bob Space		

To: Kerstin Hancock - Purchasing
From: Randy Bell - Parks
Subject: Request for Proposals
Parks Landscape Maintenance
Services Annual Contract
Proposal Number: 13RFP00107
Re: Proposal Evaluation

Remarks:

Return To:

The Parks & Recreation Department received six (6) proposals for annual landscaping services from the purchasing department on August 21, 2012. Park staff initially evaluated all proposals using the following criteria:

1. Lowest and reasonable mowing price
2. Three (3) commercial references for similar or like services in the past three (3) years
3. One commercial reference that was equal to or a higher valued contract as that contained in the proposal.
4. On-site inspection of contractors equipment for capability to perform

The initial evaluation helped determine a short list for final interviews and consideration of any best and final offers. After considering the proposal, responses to interview questions, and the best and final pricing offer (within FY 2013 budget) Heart of Texas Landscaping and Irrigation Company, Inc. is the best overall selection for the landscape service contract for the Williamson County Parks & Recreation Department.

Heart of Texas Landscape has been in business for over twenty four (24) years, and is known for their stability and long time reputation for quality work. The company has eight (8) years of previous experience with the Williamson County Parks & Recreation Department, and they have working knowledge of the department and related customer service needs.

Heart of Texas Landscaping is financially stable, and they own all of the necessary equipment (including reel mowers) to execute the contract as outlined in the Request for Proposal. The company has over 100 staff members, 85 of which are laborers that comprise 14 separate mowing crews. A supplemental crew is also dedicated to special situations and circumstances to ensure complete customer service. Heart of Texas Landscaping has numerous staff members with excellent, very relevant technical training that will ensure contract compliance and success. Certifications and licenses include: Master Certified Turf grass Professional, Commercial Pesticide Applicator License, Irrigation Technician, Licensed Irrigator, and Texas Certified Landscape Professional. Heart of Texas Landscaping was the Texas Turf grass Association Maintenance Award Winner in 2010, and they were a Finalist for Landscaper of the Year in *Total Landscape Care Magazine*.

One commercial reference was equal to or higher than the one contained in this proposal. All references praised the work and outstanding customer service provided by Heart of Texas Landscape. References also stated that the company has the manpower and equipment to perform as specified, and that their professionalism and excellent communication always results in positive business relationships. The company is very flexible and able to work around Parks Department operational needs.

After review and consideration of all stated criteria, interview responses, and final pricing submissions, the Parks & Recreation Department recommends that Heart of Texas Landscape and Irrigation Company, Inc. be awarded the Parks Landscape Maintenance Services Annual Contract Proposal Number: 13RFP00107 for the initial contract period of October 1, 2012 through September 30, 2013. We believe this company has the financial stability, the equipment, the staffing and technical training, and the proven service record to successfully provide landscaping maintenance services for the Williamson County Parks & Recreation Department.

Thank you.