



Fulton County Board of Commissioners  
**Agenda Item Summary**

**# 19-1007**

**BOC Meeting Date**  
 12/4/2019

**Requesting Agency**  
 Public Works

**Commission Districts Affected**  
 1, 2, 3, 5, 6

**Requested Action** *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*  
 Request approval of lowest responsible bidder - Department of Public Works, Bid# 19ITB090519A-CJC, Landscaping Services in the amount of \$48,775.00 with Ed Castro Landscape (Roswell, GA), to provide landscaping services for the Customer Service Center located at 11575 Maxwell Road effective January 1, 2020 through December 31, 2020 with two renewal options.

**Requirement for Board Action** *(Cite specific Board policy, statute or code requirement)*  
 In accordance with Purchasing Code Section 102-373, all competitive sealed bids of more than \$49,999.99 shall be forwarded to the Board of Commissioners for approval.

**Is this Item related to a Strategic Priority Area?** *(If yes, note strategic priority area below)*  
 Yes All People are healthy

**Is this a purchasing item?**  
 Yes

**Summary & Background** *(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)*

**Scope of Work:** The landscaping company will provide lawn maintenance as well as maintenance of plants and shrubs at Fulton County Customer Service Center at 11575 Maxwell Road.

**Community Impact:** Without regular landscaping maintenance, public areas will become unsightly and potentially unhealthy site conditions with excessive vegetation growth.

**Department Recommendation:** The Department of Public Works recommends approval of lowest responsible bidder to Ed Castro Landscape with two renewal options.

**Project Implications:** Public Works is charged with the maintenance of the grounds of Fulton County Customer Service Center at Maxwell Road. This maintenance contract will secure the necessary landscaping services for these areas.

**Community Issues/Concerns:** No issues or concerns have been raised to Public Works staff.

**Department Issues/Concerns:** No known issues with the proposed contract have been identified by Public Works staff.

**History of BOC Agenda Item:** This is a new procurement.

<b>Agency Director Approval</b>		<b>County Manager's Approval</b>
<b>Typed Name and Title</b> Felicia Strong-Whitaker, Director	<b>Phone</b> (404) 612-5800	
<b>Signature</b>	<b>Date</b>	

Revised 03/12/09 (Previous versions are obsolete)

# # 19-1007

Continued

<b>Contract &amp; Compliance Information</b>	<i>(Provide Contractor and Subcontractor details.)</i>
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Contract Value: \$48,775.00

**Prime Vendor:** Ed Castro Landscape, Inc

**Prime Status:** Non-Minority

**Location:** Roswell, GA

**County:** Fulton County

**Prime Value:** \$44,385.25 or 91.00%

**Subcontractor:** Environmental Turf Management

**Subcontractor Status:** Non-Minority

**Location:** Loganville, GA

**County:** Walton County

**Contract Value:** \$4,389.75 or 9.00%

**Total Contract Value:** \$48,775.00 or 100 %

**Total M/FBE Values:** \$-0-

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:	25	12	5	42
No. Bids Received:	5	3	1	9

<b>Total Contract Value</b>	<b>\$48,775.00 or 100.00%</b>
<b>Total M/FBE Values</b>	<b>\$0.00</b>
<b>Total Prime Value</b>	<b>\$44,385.25 or 91.00%</b>

**Fiscal Impact / Funding Source** *(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*  
 201-540-5459-1160: Water & Sewer Revenue, Public Works, Professional Services – \$24,387.50  
 203-540-5453-1160: Water & Sewer R & E, Public Works, Professional Services - \$24,387.50

**Exhibits Attached** *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*  
 Exhibit 1: Bid Tabulation Sheet  
 Exhibit 2: Contractor Performance Memo  
 Exhibit 3: Recommendation of Award

**Source of Additional Information** *(Type Name, Title, Agency and Phone)*  
 Roy Barnes, Deputy Director, Public Works, 404-612-6713

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone (404) 612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

**Procurement**

<b>Contract Attached:</b> No	<b>Previous Contracts:</b> No		
<b>Solicitation Number:</b> 19ITB090519A-CJC	<b>Submitting Agency:</b> Public Works	<b>Staff Contact:</b> Roy Barnes	<b>Contact Phone:</b> 404-612-6317

**Description:** Landscaping Services.**FINANCIAL SUMMARY**

<b>Total Contract Value:</b>		<b>MBE/FBE Participation:</b>	
Original Approved Amount: .		Amount: .	%: .
Previous Adjustments: .		Amount: .	%: .
This Request: \$48,775.00		Amount: \$0.00	:0%
<b>TOTAL:</b> \$48,775.00		Amount: .	0%: .

**Grant Information Summary:**

Amount Requested: .	<input type="checkbox"/>	Cash
Match Required: .	<input type="checkbox"/>	In-Kind
Start Date: .	<input type="checkbox"/>	Approval to Award
End Date: .	<input type="checkbox"/>	Apply & Accept
Match Account \$: .		

<b>Funding Line 1:</b> 201-540-5459-1160: \$24,387.50 (pending approval 2020 budget)	<b>Funding Line 2:</b> 203-540-5453-1160: \$24,387.50 (pending approval 2020 budget)	<b>Funding Line 3:</b> .	<b>Funding Line 4:</b> .
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**KEY CONTRACT TERMS**

<b>Start Date:</b> 1/1/2020	<b>End Date:</b> 12/31/2020
<b>Cost Adjustment:</b> .	<b>Renewal/Extension Terms:</b> Two renewal options

**ROUTING & APPROVALS**

(Do not edit below this line)

X	Originating Department:	Clark, David	Date: 11/1/2019
X	County Attorney:	Stewart, Derval	Date: 11/21/2019
X	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 11/22/2019
X	Finance/Budget Analyst/Grants Admin:	Freeman, Ashley	Date: 11/1/2019
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 11/22/2019

191TB090519A-CJC Landscaping Services at WROC			VENDOR NAME		VENDOR NAME		VENDOR NAME		VENDOR NAME		VENDOR NAME		VENDOR NAME		VENDOR NAME	
			ED CASTRO LANDSCAPE ADDRESS		EXPRESS PRESSURE WASHING ADDRESS		NTG. LLC ADDRESS		GEORGIA GREEN LANDSCAPE ADDRESS		LET US LOVE YOUR LAWN ADDRESS		ACS LANDSCAPING ADDRESS		GRACE LAWN CARE, LLC (MARK E ADDU) ADDRESS	
			TELEPHONE:		TELEPHONE		TELEPHONE		TELEPHONE		TELEPHONE		TELEPHONE		TELEPHONE	
			CONTACT:		CONTACT:		CONTACT:		CONTACT:		CONTACT:		CONTACT:		CONTACT:	
ITEM DESCRIPTION	UNIT	QTY	UNIT \$	TOTAL	UNIT \$	TOTAL	UNIT \$	TOTAL	UNIT \$	TOTAL	UNIT \$	TOTAL	UNIT \$	TOTAL	UNIT \$	TOTAL
1) Mowing / Turf Management	Per mowing	40	\$ 300.00	\$ 12,000.00	\$ 500.00	\$ 20,000.00	\$ 1,000.00	\$ 40,000.00	\$ 550.00	\$ 22,000.00	\$ 1,695.00	\$ 67,800.00	\$ 287.00	\$ 11,480.00	\$ 350.00	\$ 14,000.00
2) Mowing / Turf Management (Detention Ponds)	Per mowing	12	\$ 275.00	\$ 3,300.00	\$ 500.00	\$ 6,000.00	\$ 525.00	\$ 6,300.00	\$ 1,000.00	\$ 12,000.00	INCLUDED IN #1	\$ -	\$ 270.00	\$ 3,240.00	\$ 325.00	\$ 3,900.00
3) Turf Fertilization	Per application	9	\$ 500.00	\$ 4,500.00	\$ 1,742.40	\$ 15,681.60	\$ 500.00	\$ 4,500.00	\$ 600.00	\$ 5,400.00	\$ 800.00	\$ 7,200.00	\$ 1,050.00	\$ 9,450.00	\$ 618.75	\$ 5,568.75
4) Insect Control (Beds)	Per application	4	\$ 262.50	\$ 1,050.00	\$ 320.00	\$ 1,280.00	\$ 500.00	\$ 2,000.00	\$ 200.00	\$ 800.00	\$ 800.00	\$ 3,200.00	\$ 1,050.00	\$ 4,200.00	\$ 325.00	\$ 1,300.00
5) Mosquito Control	Per application	2	\$ 300.00	\$ 600.00	\$ 240.00	\$ 480.00	\$ 400.00	\$ 800.00	\$ 400.00	\$ 800.00	\$ 800.00	\$ 1,600.00	\$ 4,000.00	\$ 8,000.00	\$ 120.00	\$ 240.00
6) Pine Straw Mulching (Beds)	Per application	3	\$ 6,230.00	\$ 18,690.00	\$ 5,250.00	\$ 15,750.00	\$ 5,000.00	\$ 15,000.00	\$ 6,000.00	\$ 18,000.00	\$ 6,990.00	\$ 20,970.00	\$ 8,558.00	\$ 25,674.00	\$ 600.00	\$ 1,800.00
7) Brown Hardwood Chip Mulching	Per application	3	\$ 500.00	\$ 1,500.00	\$ 1,770.00	\$ 5,310.00	\$ 500.00	\$ 1,500.00	\$ 5,000.00	\$ 15,000.00	\$ 210.00	\$ 630.00	\$15,120.00	\$ 45,360.00	\$ 37.00	\$ 111.00
8) Weed Control (Beds)	Per application	6	\$ 440.00	\$ 2,640.00	\$ 375.00	\$ 2,250.00	\$ 500.00	\$ 3,000.00	\$ 300.00	\$ 1,800.00	INCLUDED IN #1	\$ -	\$ 189.00	\$ 1,134.00	\$6,650.00	\$ 39,900.00
9) Pruning / Plant Maintenance	Per application	2	\$ 1,595.00	\$ 3,190.00	\$ 1,538.50	\$ 3,077.00	\$ 500.00	\$ 1,000.00	\$ 200.00	\$ 400.00	INCLUDED IN #1	\$ -	\$ 1,275.00	\$ 2,550.00	\$ 988.88	\$ 1,977.76
10) Irrigation Inspection	Per inspection	9	\$ 145.00	\$ 1,305.00	\$ 275.00	\$ 2,475.00	\$ 100.00	\$ 900.00	\$ 100.00	\$ 900.00	INCLUDED IN #1	\$ -	\$ 45.00	\$ 405.00	\$ -	\$ -
<b>GRAND TOTAL:</b>				\$48,775.00		\$72,303.60		\$75,000.00		\$77,100.00		\$101,400.00		\$111,493.00		\$68,797.51
BIDS MAILED:			NO RESPONSE:				ASSISTANT PURCHASING AGENT:									
BIDS RECEIVED:			NO-BIDS:				CHIEF ASSISTANT:									
							DEPT. AUTHORIZATION:									

DEPARTMENT OF PUBLIC WORKS  
INTEROFFICE MEMORANDUM



**TO:** Felicia Strong-Whitaker, Purchasing  
**FROM:** David Clark, Director DC  
**DATE:** October 16, 2019  
**SUBJECT:** Contractor Performance Memo

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The Contractor listed below has not provided services to or for the Fulton County Department of Public Works.

**Project:** Landscaping Services

**Project #:** 19ITB090519A-CJC

**Contractor:** Ed Castro Landscape  
1125 Old Ellis Road  
Roswell, GA 30076

If you require additional information, please contact David Clark 404-612-2804.

PO-B  
10-24-19.

cc: Nick Ammons, Deputy Director, Public Works  
Tony Moore, Deputy Director, Administration, Public Works  
Janice Dickenson, Material Management Manager, Public Works  
Charlie Crockett, Chief Assistant Purchasing Agent, Purchasing

DEPARTMENT OF PUBLIC WORKS  
INTEROFFICE MEMORANDUM



TO: Felicia Strong-Whitaker, Purchasing  
FROM: David Clark, Director *dc*  
DATE: October 16, 2019  
SUBJECT: 19ITB090519A-CJC, Landscaping Services

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On October 7, 2019, the Department of Purchasing opened the subject Invitation to Bid (ITB). There were nine (9) responses. Ed Castro Landscape provided the overall lowest responsive and responsible bid.

Therefore, the Department of Public Works is recommending award to the overall lowest responsive and responsible bidder, Ed Castro Landscape, in the amount of \$48,775.00.

Funding is available in the following accounts (pending approval 2020 budget):

203-540-5453-1160 - \$24,387.50

201-540-5459-1160 - \$24,387.50

If you require additional information, please contact David Clark 404-612-2804.

*PO-B  
10-24-19.*  
cc: Nick Ammons, Deputy Director, Public Works  
*Q* Tony Moore, Deputy Director, Administration, Public Works  
Janice Dickenson, Material Management Manager, Public Works  
Charlie Crockett, Chief Assistant Purchasing Agent, Purchasing