

**MEMORANDUM**

**TO:** Chairman and Members of the Board of Directors

**FROM:** Mike Bozzo, Director of Fleet and Facilities  
Cindy Campen, Service Section Supervisor  
Magan Waltari, Procurement & Grants Coordinator

**DATE:** April 20, 2017

**SUBJECT:** Consideration of Approval of a Contract for Landscape Maintenance with Turftenders Landscape Services

**RECOMMENDATION**

The Executive Committee met on April 13, 2017 and recommended that the Board of Directors approve a contract with Turftenders Landscape Services of Bellingham, WA for a one year contract for Landscape Maintenance and Snow Removal for a contract amount of \$30,000 including sales tax. The contract includes options to extend for an additional five years in one year increments.

**BACKGROUND**

Staff issued an Invitation to Bid for Landscape and Snow Removal service. Contractors were required to price each WTA site on a lump sum monthly basis plus supply hourly rate for snow removal. Contractor will bill for bulk plant materials at cost to WTA. Six bids were received with Turftenders Landscape Services being the clear low bid.

This contract is for an initial one year term with options to extend for an additional five years in one year increments. If all options are executed this contract will total over \$100,000 and, therefore, requires Board approval.

**FISCAL IMPACT**

The budget for Landscape Maintenance is included in the Facilities Maintenance Budget and is adequate to cover the 2017 annual cost. The contractor's work will be monitored and inspected by the Service Section Supervisor for performance.

**E. BOARD ACTION – CONSENT AGENDA**

**E.1 Consideration of Approval of Minutes – March 16, 2017 Board Meeting**

**E.2 Consideration of Approval of March 1-31, 2017 Expenditures**

MOTION BY ACKERMAN, SECONDED BY LILLIQUIST THAT THE BOARD OF DIRECTORS APPROVE THE CONSENT AGENDA WHICH INCLUDED APPROVAL OF THE MINUTES OF THE MARCH 16, 2017 BOARD MEETING AS WELL AS APPROVAL OF THE MARCH 1-31, 2017 EXPENDITURES.

*The motion passed 7 – 0.*

**F. BOARD ACTION**

**F.1 Consideration of Approval of Minor Service Change**

**Recommendation:** The Executive Committee met on April 13, 2017 and recommended that the Board of Directors approve the Route 1 minor service change adding a 6:10 a.m. weekday trip, after considering Public Hearing comments.

This item was approved earlier following the Public Hearing. (Item D.1)

**F.2 Consideration of Award of Contract for Landscaping Services**

**Recommendation:** The Executive Committee met on April 13, 2017 and recommended that the Board of Directors approve a contract with Turftenders Landscape Services of Bellingham, WA for a one year contract for landscape maintenance and snow removal for a contract amount of \$30,000 including sales tax. The contract includes options to extend for an additional five years in one year increments.

Mike Bozzo gave an overview of this item. He stated that an Invitation to Bid was issued and six bids were received with Turftenders being the clear low bid.

MOTION BY ACKERMAN, SECONDED BY MURPHY THAT THE BOARD OF DIRECTORS APPROVE A CONTRACT WITH TURFTENDERS LANDSCAPE SERVICES OF BELLINGHAM, WA FOR A ONE YEAR CONTRACT FOR LANDSCAPE MAINTENANCE AND SNOW REMOVAL FOR A CONTRACT AMOUNT OF \$30,000 INCLUDING SALES TAX. THE CONTRACT INCLUDES OPTIONS TO EXTEND FOR AN ADDITIONAL FIVE YEARS IN ONE YEAR INCREMENTS.

*The motion passed 7 – 0.*