



# City of Broken Arrow

## Request for Action

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**File #: 17-2296, Version: 1**

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**Broken Arrow City Council  
Meeting of: 06-15-2017**

**To: Mayor and City Council  
From: Office of City Manager  
Title:**

**Award the most advantageous bid to SourceOne Management Services, Inc. for grounds maintenance at the Public Safety Complex, Broken Arrow Training Center, and Animal Shelter and authorization to execute an agreement with SourceOne Management Inc.**

### **Background:**

The Police Department requested and sought proposals for annual grounds maintenance for the Public Safety Complex, Broken Arrow Training Center, and Animal Shelter. The proposal also included a request for the option of weed control and fertilizer service for the Public Safety Complex. Twenty vendors were solicited for a request for proposal, a total of five proposals were received. Source One submitted the lowest bid proposal at \$536.00 per mowing cycle. It is expected that approximately 33 cycles of mowing, beginning July 1, 2017 through June 30, 2018, with the seven day cycles beginning on Monday and ending on Sunday, will be required during the term of this agreement. Source One submitted a proposal for weed control and fertilizer service at the Public Safety Complex with the annual cost of \$1,086.75.

Staff has reviewed the proposals and recommends awarding the grounds maintenance contract to Source One, including the weed control and fertilizer services for the Public Safety Complex. Funds have been appropriated and are available in the Police Sales Tax Fund in the amount of \$20,000.

**Cost: \$ 18,774.75**

**Prepared By: David N. Boggs, Chief of Police**

**Reviewed By: Police Department  
Finance Department  
Legal Department  
Assistant City Manager - Administration**

**Approved By: Michael Spurgeon, City Manager**

**Attachments: Bid Tabulation RFP 17.173**

**SourceOne Management Inc. Agreement**

**Recommendation:** Award the most advantageous bid to SourceOne Management Inc. for grounds maintenance and authorize execution of the agreement with SourceOne.