



TO: Members of the Charlottesville-Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: May 20, 2015

SUBJECT: Action Item #2: Grounds Maintenance & Landscaping Services Contract

RECOMMENDATION: For the Board to authorize the Executive Director to evaluate the Grounds Maintenance & Landscaping Services Bids and to award the contract to the lowest and most responsive bidder.

BACKGROUND: The Authority contracts the grounds maintenance and landscaping services needed for the non-secured portions of the Airport. The existing contract for this service will expire on June 30, 2015. Staff has developed the “Invitation to Bid (ITB) – Grounds Maintenance & Landscaping Services” document and is working with legal for final review. This ITB will be issued in mid-May with bids due in the early-to-mid June timeframe. The term of the contract associated with this ITB will be for one year with four additional one year options.

In order to ensure that grounds maintenance and landscaping services are not interrupted, the Executive Director is requesting the authority allow staff to evaluate the bids received. Once all bids have been received and evaluated by staff which will include reference checks as required, a bid tabulation sheet will be created and the Executive Director will share this bid tabulation sheet with the Board members along with a recommendation for the award of the contract to the lowest and most responsive bidder. If there are no objections from the members of the Board, the Executive Director will proceed with the award of the contract and the execution of all related contract documents. An agenda item for the award of the “Grounds Maintenance & Landscaping Services Contact” will then be brought back to the next Board meeting for ratification.

PRIOR ACTION: June 2010 – a 3-year contact (that included 2-additional 1-year options) was awarded to D & D Lawn Care.

FUNDING: CFC’s fund the portion of this contract that is related to lawn care services in the Rental Car QTA. The remaining cost of this contract is funded from the Operating Budget.

FINANCIAL IMPACT: YTD FY-2015, CFC’s have funded \$6,677 and the Operating Budget has funded \$88,148. The amount of future financial impact will be determined during the bid process.

ATTACHMENTS: N/A

PRESENTATION: N/A