

**AGENDA ITEM SUMMARY SHEET**  
**VILLAGE COUNCIL MEETING**  
**May 7, 2025**

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**Agenda Item:**

Landscaping, Mowing, & Irrigation Services Purchase Order

Motion to approve award purchase order 25036 for landscaping, mowing and irrigation services along Village roadways to P & T Lawn & Tractor, for an amount not to exceed \$2,896,517 annually.

Approve a \$200,000 Contingency for additional services that may be required to complete the project.

Authorize the Village Manager to sign the purchase order and other additional implementing documents on behalf of the Village of Estero Council.

**Background:**

On February 28<sup>th</sup>, 2025, the Village issued an Invitation to Bid (ITB 101025) for landscaping, mowing and irrigation services, with a closing date of March 31<sup>st</sup> 2025. The ITB sought bids for nine separate geographic areas in the Village and indicated that the Village reserved the right to make multiple awards depending on which bidders were lowest for each area. The Village received four bids:

- Lucky Landscaping, Inc.
- Mainscape Inc.
- P & T Lawn and Tractor Service, Inc.
- Superior Landscaping & Lawn Service Inc.

The award process for the ITB process is to make an award to the lowest, responsive, responsible bidder(s). After the bids in this case were opened, the Procurement Manager reviewed the bids for responsiveness, responsibility, and price, and determined that the bids from Lucky Landscaping, Inc. and Superior Landscaping & Lawn Service were non-responsive (meaning they failed in some way to provide the basic information sought in the solicitation).

The two remaining bidders who were found to be responsive and responsible had low bids in some areas. At April 16, 2025, Council Meeting, Village Council awarded portions of the work to Mainscape and P&T.

On April 18, 2025, the Procurement Manager was notified by Mainscape of an error they made in their bid submission pricing on Section 3 (US 41 Medians) of their submission. The Contractor indicated they properly bid the mowing areas of this section, which is in front of Walmart, but missed the median landscaping areas which is a significant part of the section that covers the entire length of US 41 within the Village boundaries. They attempted to modify their pricing which Vendors cannot alter or change bid prices after submission. As a result, Mainscape withdrew their bid they submitted to the Village.

With Mainscape withdrawing from the bid P & T Lawn and Tractor was determined to be the lowest, responsive, responsible bidder with a total bid of \$2,896,517.52.

While the Village develops stand-alone contracts for more complex, costly, or unique service or commodity acquisitions, for relatively common services or commodities where the work performed or commodities ordered are recurring over the relevant award period, the award will be by issuance of a Purchase Order through which invoices may be submitted and paid. The Purchase Orders will not have a term, but rather services may be terminated by either party at any time.

Pursuant to § 2-174(b), Village Council must approve all Category Three awards (\$75,000 or greater). Therefore, staff is requesting approval of the awards so Purchase Orders may be issued.

**Action Requested:**

Motion to approve award purchase order 25036 for landscaping, mowing and irrigation services along Village roadways to P & T Lawn & Tractor, for an amount not to exceed \$2,896,517 annually.

Approve a \$200,000 Contingency for additional services that may be required to complete the project.

Authorize the Village Manager to sign the purchase order and other additional implementing documents on behalf of the Village of Estero Council.

**Process and Timeline:**

Upon Village Council approval, staff will issue corresponding Purchase Orders, with services to commence immediately.

**Financial Impact:**

The yearly cumulative expense for the awarded vendor is a not-to-exceed amount of \$2,896,517. Immediate costs incurred are \$1,289,348 per year. Additional landscape maintenance costs will be incurred as the construction of additional landscape projects are completed.

**Prepared by:** Steve Gillette

**Attachments:**

1. ITB 101025 Tabulation Sheet
2. Purchase Order 25036