



Community Development Authority

City of Racine

AGENDA BRIEFING MEMORANDUM

AGENDA DATE:	March 18, 2024		
PREPARED BY:	Aaron Kramer, Economic Development Coordinator and Jeff Hintz, CNU-A, Assistant Director of City Development		
SUBJECT:	Resolution 24-08 authorizing the acceptance of bids and the execution of a contract for landscaping services for properties managed by the City of Racine and its Community Development Authority.		
SUBJECT:	City Staff seek permission to accept the bids received and execute a contract with Four Season, for commercial properties for landscaping services for CDA-managed properties. The contract for services would be for one year, beginning on April 1, 2024, with the option to renew.		
BACKGROUND & ANALYSIS:	On February 20, 2024, the City of Racine on behalf of the CDA, solicited an Invitation for Bid for landscaping services for CDA-managed properties. Bids were due and opened on March 1, 2024, at 10:00 a.m. with the following total results:		
	Residential Properties		
	Four Seasons		WW Legacy
	\$11,550		\$12,495
	Commercial Properties		
	Four Seasons		WW Legacy
	\$6650		\$9030
	<p>The Bid Total presented represents a projected cost per the growing season from April 1 to October 31 for landscaping services for each of the 47 properties managed by the CDA to be serviced twice a month. Most of the properties are owned by the CDA, however, some properties are owned by the City of Racine and maintained by the Department of City Development which this contract would cover. The contract will allow for properties to be added, services suspended, and properties to be permanently removed from the agreement’s scope of services.</p> <p>Staff recommendation is to select Four Seasons is based on (1) diversifying the number of contractors used to ensure resiliency in contracting services, (2) supporting a small, local, and minority-owned business, and (3) the positive track record of Jonathon's company during the emergency contract.</p>		
RECOMMENDED ACTION:	Staff recommends that the CDA authorizes the acceptance of bids and awards the contract for landscaping services to Four Seasons company and authorizes the Executive Director, or his designee(s), to execute a contract on behalf of the CDA with Four Seasons company for the services as outlined in the Invitation for Bid.		
BUDGETARY IMPACT:	This is the contract for maintenance of the CDA-owned/City-owned properties for landscaping services. Funding for this item is available through accounts established for the individual properties.		