
TULSA DEVELOPMENT AUTHORITY BOARD MEETING STAFF REPORT

MEETING DATE: February 7, 2019
TO: Chairman and Board Members
FROM: Office of Tulsa Development Authority
SUBJECT: TDA Mowing Contract from 2019 to 2023

Background:

Owner	Tulsa Development Authority
Developer:	Tulsa Development Authority
Engineer:	N/A
Location:	Various Locations
Size of Tract:	Various Sizes
Number of Lots:	123 Lots
Development Area:	Various
Fair Market Value:	N/A
Executive Director:	O.C. Walker

Relevant Info: This is a request for the TDA Board of Commissioners to approve a Resolution to release a Notice of Invitation to Bid for landscaping and property maintenance services on TDA-owned land. TDA has prepared and approved certain specifications and formal advertising. The terms and conditions of the agreement would remain in place for a five (5) year period.

Staff thought it would be best since the mowing contract covers a five (5) year period to review with the Commissioners data regarding the cost history for the last few years. This report would include conversations with Public Works and/or Parks Department, together with OSU-Tulsa regarding their procedures, especially about the use of pre-emergence to cut down on the number of mowing cycles. Mowing continues to be a huge expense of TDA and will get larger with the new land acquisition.

Attached for your review and consideration is the RFP for the mowing of TDA-owned properties. Staff is suggesting the following timeline of events:

- TDA Board of Commissioners review and approve the release a Notice of Invitation to Bid on February 7, 2019
- Invitation to Bid remains open for 30 days and closes on Friday, March 8, 2019
- All bids are opened and read
- TDA Staff will make a recommendation to the TDA Board of Commissioners during the April 4, 2019 TDA Regular meeting
- Enter into a Contract for Services on April 4, 2019

Attachments: Mowing Bid and Contract Documents

Recommendations: Staff recommends this item be approved as presented

Reviewed By: O.C. Walker