
TULSA DEVELOPMENT AUTHORITY BOARD MEETING STAFF REPORT

MEETING DATE: April 4, 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: On February 7, 2019 the TDA Board of Commissioners approved Resolution No. 6531 authorizing a release of Notice of Invitation to Bid for Landscaping and Property Maintenance Services (Mowing Services) on TDA-owned land.

- Ads were placed with the Tulsa World, and on the TDA and the City of Tulsa websites.
- Letters, inviting landscaping and mowing contractors, were mailed out to twelve (12) contractors located throughout the City of Tulsa and surrounding areas.
- A “Mandatory Pre-Bid Meeting” was held at the TDA office on February 21, 2019. Six (6) contractors were in attendance and three submitted bids.
- The TDA office met with Kevin Homes, M. Ed of OSU -Tulsa to discuss their operation and approach to property maintenance on the UCT Land
- The TDA office, also met with the City of Tulsa’s Ground Maintenance on March 13, 2019 to discuss the following:
 - Vegetation control
 - Amount of mowing cycles per year
 - Spraying of all areas to maintain vegetation control
- Bids were due on March 8, 2019 at 3:00 p.m.
- The TDA office received bids cost per annual year as follows:

Complete Households –	\$100,400.00
CT Lawn Professionals -	\$ 46,488.00
Cooper’s Lawn Service -	\$ 50,830.08

- TDA staff met with the City of Tulsa Mowing staff to review these bids. As a result of the review process TDA and the City of Tulsa recommends Complete Households based on bid preparation, experience, and ability to carry out the requirements.

This is a request for the TDA Board of Commissioners to award the bid for landscaping and property maintenance services on TDA-owned land to Complete Households. The terms and conditions of the agreement would remain in place for a five (5) year period.

Attachment: Bid submitted by Complete Households

Recommendations: Staff recommends this item be approved as presented

Reviewed By: O.C. Walker