

LARIMER COUNTY PROPOSAL #13-03  
LANDSCAPING SERVICES  
FACILITIES DEPARTMENT  
MAY 3, 2013 2:00 P.M.

Proposals to consider contracting with a company to provide landscaping services for the Larimer County Facilities Department were accepted on Friday, May 3, 2013 at 2:00 p.m. in the Purchasing Department. Proposals were accepted by Heather MacMillan, Purchasing Agent I and recorded by Les Brown, Department Specialist II. The following proposals were received:

<u>VENDOR</u>	<u>Cost</u> (excluding parts mark-up & hourly rates)
Valley Crest Landscape Maintenance.	\$26,502.00
Korby Landscape LLC	\$27,380.00
CoCal Landscaping	\$30,775.00
L & M Enterprises	\$41,755.87
Rollins Landscaping	\$44,685.00

No decision of award was made pending review and recommendation by the Larimer County Facilities Department.

The Larimer County Facilities Department reviewed the proposals and recommends accepting the proposal from Valley Crest Landscape Maintenance in the estimated annual amount of \$26,502.00 per the attached departmental recommendation.

The Larimer County Purchasing Department concurs with the above recommendations.



Kathryn Rowe  
Purchasing Director



PURCHASING DEPARTMENT

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**TO: Steve Balderson, Facilities Operations Manager  
Bill Therrien, Facilities Support Services Supervisor**

**FROM: Heather MacMillan, Purchasing Agent I**

**DATE: 5/3/13**

**SUBJECT: P13-03, Landscaping Services**

Transmitted for your review and recommendation, are the proposals received to consider contracting with a company for landscaping services. Please fill in this form and return it to me via interoffice mail or fax.

The following criteria must be used to evaluate the proposals:

1. Cost & Proposed Staffing
2. References, Experience and Qualifications
3. Landscape Care Plan

This document will be considered a public record and open to inspection. The individual committee score sheets, comment sheets and other evaluation notes are DELIBERATIVE PROCESS records and not public records. Please keep these documents in your files.

Explain why you want to award the work to a particular vendor and the dollar amount of the award:

The Evaluation Committee unanimously selects Valley Crest Landscape Maintenance for award, in the estimated annual amount of \$26,502.00 for the following reasons:

- 1) Of all proposals received, Valley Crest Landscape Maintenance was scored the highest by all Evaluation Committee members for their proposed staffing, references, experience, qualifications and landscape care plan.
- 2) Valley Crest Landscape Maintenance offered the lowest Grand Total, compared to the other proposals received.

**THIS RECOMMENDATION MUST BE SIGNED BY THE DEPARTMENT HEAD**

  
DEPARTMENT HEAD SIGNATURE

Facilities  
DEPARTMENT

5/17/2013  
DATE

Thank you.