



MEMORANDUM

To: Members of the Finance Committee

From: Rich Olson, City Manager
Dexter Harris, Director, Parks & Recreation

Date: May 22, 2019

Re: Consideration – Approve Bid for Cemetery Maintenance Contract

BACKGROUND:

Every three years, the City of Elizabeth City establishes a contract with a vendor for the maintenance, grass cutting, and removal of debris from the eight City-owned cemeteries located within the city. The affected cemeteries are Old Hollywood (Road Street and Peartree Road), Old Oak Grove (Peartree Road), Highland Park (Peartree Road), Episcopal (borders Ehringhaus Street and Shepherd Street), Love/Burke (Hughes Blvd and Burke Street), First Baptist (Colonial Ave), Culpepper (Culpepper Street), and Herrington Road and "B" Street.

Following a successful bid process, Sunshine of Elizabeth City was awarded the contract in June 2015, for three-year annual contract price of \$38,400.00. During March 2019, City staff advertised the cemetery contract for the 2019-2020 fiscal year with the provisions for a three-year renewal.

ANALYSIS:

In March, staff advertised and mailed cemetery maintenance bid invitation to approximately 14 landscapers and mowing contractors. Two bid responses were received. The bid opening was held at 4:04 p.m. on April 9, 2019. Bids ranged in price from \$37,320 to \$38,400 per year, as follows:

Sunshine of Elizabeth City	\$38,400
K-9 Lawn Care	\$37,320

STAFF RECOMMENDATION:

By motion, recommend that the City Council award the cemetery mowing contract for FY 2019-2020 to K-9 Lawn Care of Elizabeth City for the maintenance of the eight cemeteries located in Elizabeth City in the amount \$37,320.