



Date: January 14, 2022  
Current Meeting: January 20, 2022  
Board Meeting: January 27, 2022

**BOARD MEMORANDUM**

**TO:** Indianapolis Public Transportation Corporation (IPTC) Board of Directors  
**THROUGH:** President/CEO Inez P. Evans  
**FROM:** Senior Director of Facilities and Preventative Maintenance Paul Williams  
**SUBJECT:** Consideration and approval of RFP-21-07-411 landscaping services

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**ACTION ITEM A – 10**

**RECOMMENDATION:**

In a manner consistent with IPTC contract award standards, we ask the Board to authorize the President/CEO to enter into a three-year contract with R.A.S.K. Scapes Inc. for an amount not to exceed \$514,095.

**BACKGROUND:**

The landscaping services scope consist of:

- Spring and Fall flower bed cleanups
- Pruning of bushes and trees
- Weekly litter pickup and receptacles emptying
- Weekly mowing and weed trimming
- Monthly fertilization of plants and grass with weed and insect control
- Mulching twice a year and hardscape addition.
- All right-of-away grass mowing with trash and debris removal as needed.

The selected vendor shall be required to supply all labor, supplies, materials, and equipment needed to perform services. The Landscaping services contract will apply to all IPTC properties.

**DISCUSSION:**

IPTC procurement department released a solicitation for landscaping services on October 11, 2021. The solicitation was advertised in several local papers and online. IPTC held a hybrid pre-bid meeting in person via Microsoft Teams option. IPTC provided maps and scope of work for all locations to potential vendors. The Procurement department received two bids and found that R.A.S.K. Scapes Inc.'s bid was responsive and responsible.

**ALTERNATIVES:**

Landscaping and mowing are required for IPTC to provide a professional-looking, clean, and safe operation. Unfortunately, IPTC cannot perform these services due to the specialized equipment and staffing needed.

**FISCAL IMPACT:**

The funding for this project will come out of the Operating Budget.

**DBE/XBE DECLARATION:**

R.A.S.K. Scapes Inc. will be utilizing DBE Aztec WFR Inc. for 22.5% of total contract price.

**STANDING COMMITTEE DISCUSSION/RECOMMENDATION:**

This action will be reviewed by the Finance Committee on January 20, 2022.