

## Legislation Text

---

**File #:** 21-956, **Version:** 1

---

**PRESENTER:**

Stacey Dicke, Parks & Recreation Director

**SUBJECT:**

Approval of a contract with Maintenance Management of San Marcos to perform cemetery maintenance services at the Comal and New Braunfels Cemeteries.

**DEPARTMENT:** Parks & Recreation

**COUNCIL DISTRICTS IMPACTED:** Citywide

**BACKGROUND INFORMATION:**

On July 30, 2021, the City of New Braunfels issued a Competitive Sealed Proposal for cemetery maintenance services to be performed at the Comal Cemetery and New Braunfels Cemetery. Contractor is to act as the cemeteries' caretaker and perform such duties as plotting and identifying gravesites, landscape maintenance, daily/routine maintenance, making both cemeteries available to the public pursuant to the established rules and regulations of both cemeteries and other administrative services as described in the solicitation.

This solicitation was advertised and competitively solicited with a closing date of August 27, 2021. The City only received one (1) response from our current contractor which was evaluated based upon price and qualifications. City staff recommends that a contract be awarded to Maintenance Management of San Marcos at the following costs over the next five (5) years. Year one - \$139,415; year two - \$141,000; year three - \$143,900; year four - \$146,700 and year five - \$149,600. Additionally, a rate of \$108.00 per square foot for minor adjustments to headstones or other related objects located in the cemeteries is part of the maintenance service, to be utilized on an as-needed basis, at the request of the City. The contract term shall be from October 1, 2021 through September 30, 2026.

**ISSUE:**

Strategic Priorities: Maintain fiscal stability of City operations

**FISCAL IMPACT:**

Funding for the purchase described above has been incorporated into the General Fund-Park Operations division. Therefore, sufficient funds are available.

**RECOMMENDATION:**

Staff recommends approval of a contract with Maintenance Management of San Marcos to perform cemetery

maintenance services at the Comal and New Braunfels Cemeteries.