

THE TOWN OF FOREST HEIGHTS  
RESOLUTION 31-16

**A RESOLUTION TO APPROVE AND AUTHORIZE A CONTRACT FOR  
LANDSCAPE SERVICES BETWEEN THE TOWN OF FOREST HEIGHTS AND  
PROCTOR LANDSCAPE MASONRY, LLC. FOR WORK AT PUBLIC AREAS  
WITHIN THE TOWN**

Introduced by: Mayor Jacqueline Goodall

WHEREAS, the Town Charter, § 33-63(a) requires that all purchases and contracts for the Town government shall be made by the Mayor and Council, and the Council may provide by ordinance for rules and regulations regarding the use of competitive bidding and contracts for all Town purchases and contracts; and

WHEREAS, pursuant to Section 20.4(a)(4) of the Town Ordinance Code, Procurement of an item valued at \$10,000 or more, which, in accordance with the Charter, requires competitive bidding and a written contract, shall be advertised in the Town newsletter, newspaper of general circulation or on the Town website and, to the extent the procurement is expected to exceed \$25,000 in value, on the eMaryland Marketplace, the internet-based procurement system managed by the Maryland Department of General Services; and

WHEREAS, the Mayor and Council finds that Proctor Landscape and Masonry, LLC is currently in good standing with the State; and

WHEREAS, the Town administration has obtained a proposed Agreement from said corporation for Landscape Services (dated May 4, 2016, attached hereto as Exhibit 1 and incorporated by reference herein) to provide certain landscape services at a total price is \$ 42,380.00, and the annual contract price is Year 1: \$ 23,450.00; and Year 2: \$ 18,930.00, the Town shall pay said Contractor the annual cost for each year in equal monthly installments for each year after receiving Contractor's monthly invoice in accordance with the payment schedule contained in the Proposal; and

WHEREAS, the Mayor has budgeted under line items 7243 (Street Maintenance) of the FY 2016 Budget funding in the total amount of \$23,450 for this project;

NOW THEREFORE, BE IT RESOLVED that the Mayor and Town Council of the Town of Forest Heights, Maryland hereby authorize, and approve the purchase by the Council President Cynthia Mann on behalf of the Town of the above-described landscape services proposal as described in the Contract for Landscape Services dated May 4, 2016 (the "Contract"), attached hereto and incorporated by reference herein as Exhibit 1, thereby purchasing services at a total cost of \$23,450.00

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AND BE IT FURTHER RESOLVED that the Mayor and Town Council of Town of Forest Heights, Maryland hereby authorize, and approve the Mayor or her designee (Council President Cynthia Mann) on behalf of the Town to execute and approve the described Contract.

AND BE IT FURTHER RESOLVED that the Council President Cynthia Mann is hereby duly authorized to execute said Contract, and that prior to signing said contract/proposal the vendor shall provide proof of adequate automotive and liability insurance acceptable to the Town and further agree to sign a liability waiver and hold harmless agreement with the Town;

AND BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

PASSED this 9<sup>th</sup> day of May, 2016.

ATTEST:

*Signature on file*

\_\_\_\_\_  
Bonita C. Anderson, Town Clerk

THE TOWN OF FOREST HEIGHTS,  
MARYLAND

*Signature on file*

By: \_\_\_\_\_  
Jacqueline Goodall, Mayor

*Signature on file*

By: \_\_\_\_\_  
Cynthia Mann, Council President

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

GOODALL

ABSET

KENNEDY II

YEA

MCLAURIN

ABSENT

BARNES

YEA

MUHAMMAD

ABSTAIN

SMITH-BARNES

YEA

MANN

YEA

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CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the 9<sup>th</sup> day of May 2016 with 4 Aye votes and 0 Nay, constituting at least a four (4) vote majority, the aforesaid Resolution 31-16 passed.

*Signature on file*

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Bonita Anderson, Town Clerk

EXHIBIT I (Proposal for Landscape Services dated 5/4/2016)