

Memorandum

REPORT TO: City Commission

FROM: Shane Miller - Facilities Project Coordinator David Arnado - Facilities Superintendent Jon Henderson - Strategic Services Director

SUBJECT: Authorize the City Manager to Sign Amendment 001 to Professional Services Master Task Order Agreement with inContour for Landscaping Services

MEETING DATE: June 3, 2025

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Authorize the City Manager to Sign Amendment 001 to Professional Services Master Task Order Agreement with inContour for Landscaping Services

STRATEGIC PLAN: 4.3 Strategic Infrastructure Choices: Prioritize long-term investment and maintenance for existing and new infrastructure.

BACKGROUND: The Facilities Dept. regularly uses general contractors and specialty trades contractors for projects related to facilities management and maintenance under our term contract program. The firms with executed term contracts periodically update their labor rates, usually on an annual basis. This amendment updates labor rates for: inContour Landscape Architects.

UNRESOLVED ISSUES: None at this time

ALTERNATIVES: As suggested by City Commission

FISCAL EFFECTS: Services provided under these term contracts will be provided at the pre-negotiated rates as stated in the Scope of Services for each contract. Services are to be provided on an 'as-needed' basis and individual project expenses are to be project specific with projects initiated via task order. Total contracted project costs are to be \$79,999 or less per the City of Bozeman Purchasing Policy.

Attachments:

[inContour PSA Amendment 001.pdf](#)

Report compiled on: May 13, 2025