

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: February 9, 2026

FROM: Josh Russell, Public Works Director

SUBJECT: Review of Bids and Award of Contract for Chemical Weed Control Services

INTRODUCTION:

The purpose of this agenda item is to approve a contract for chemical weed control services at various Town-owned locations.

BACKGROUND:

The Town has utilized contracted chemical weed control services since 2009 to provide pre- and post-emergent weed control at Town facilities, parks, athletic fields, roadway medians, and right-of-way locations. These services help maintain the appearance, safety, and long-term condition of Town assets.

DISCUSSION:

With the current contract for chemical weed control set to expire on January 26, 2026, Public Works staff submitted a requisition to bid a new contract. The Procurement Division prepared the bid and notified eighteen (18) vendors of the bid availability. Seven (7) vendors requested a copy of the bid specifications, and two (2) bids were received. Below is a list of the lump sum bids received.

| NAME OF BIDDER | LUMP SUM BID PRICE w/Add Alt | EXCEPTION TAKEN | PAYMENT TERMS | DELIVERY |
|------------------------|------------------------------|-----------------|---------------|----------|
| Herbi-Systems, Inc. | \$146,236.05 | None | Net 30 | 1-12-26 |
| Bright View Landscapes | \$275,713.33 | None | 30 Days | 12-17-25 |

Bids were received and evaluated for accuracy and compliance with the bid specifications. During the review process, staff identified inconsistencies in the add alternate pricing submitted by the bidders, which rendered the add alternates unreliable and resulted in their removal from consideration.

Additionally, while Herbi-Systems, Inc. submitted a base bid lump sum of \$139,918.05 (Base Bid), staff's verification of unit prices and quantities determined the correct calculated total to be \$140,668.05. Town staff contacted Herbi-systems, Inc. regarding this discrepancy, and the vendor acknowledged the calculation error and agreed to honor the original submitted bid price of \$139,918.05. Based on this review, staff recommends proceeding with and awarding the contract using the base bid amount only.

A copy of the bid evaluation, bid specifications, and proposed contract are attached to this report for reference.

BUDGET IMPACT:
FY 2026

| Fund | Dept. | Obj. Code | Description | Approved Line Item Budget | Previous Expenses | Proposed Expense ⁽¹⁾ | Balance ⁽²⁾ | Budget Impact |
|------|-------|-----------|-----------------------|---------------------------|-------------------|---------------------------------|------------------------|---------------|
| 110 | 41950 | 299-01 | Chemical Weed Control | \$140,275.00 | \$54,913.67 | \$69,959.03 | \$15,402.30 | N/A |

(1) The proposed contract is based on a calendar year while funding is based on a fiscal year. 50% of the contract (\$69,959.03) will be expended in FY 2026. The remaining \$69,959.02 of this contract will be included in the FY 2027 operating budget.

(2) The remaining balance will be available for the remainder of the calendar 2025 contract.

ATTACHMENTS:

[Chemical Weed Control Contract.pdf](#)

[Exhibit A - Chemical Weed Control.pdf](#)

[Exhibit B - Chemical Weed Control.pdf](#)

PROPOSED MOTION:

To award a contract for chemical weed control services to Herbi-Systems, Inc. in the amount of \$139,918.05, excluding add alternate pricing, for a one (1) year term with the option to renew for up to four (4) additional one-year periods.

Board Action: Motion By _____ Seconded By _____

| Vote Total | Hall | Jordan | Robbins | Marshall | Stamps | Fraser |
|------------|------|--------|---------|----------|--------|--------|
| Yes | | | | | | |
| No | | | | | | |
| Abstain | | | | | | |