City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Gregory Pease, Chief of Procurement**

DATE: **April 23, 2018**

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure a contractor for a **Landscape Maintenance Services for City Road Rights-of-Way North Service Area.** As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.

The RFP **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.

The RFP **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Participation Percentage Plan

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

Finance Director or designee	Procurement Director or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

ONE CITY. ONE JACKSONVILLE

City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Mowing and Landscape Maintenance Division
609 St. Johns Bluff Road N.
Jacksonville, FL 32225
(904) 255-4299
www.coj.net

MEMORANDUM

TO: Gregory Pease, Chief Procurement Division

THRU: John P. Pappas, P.E., Director

FROM: Dave McDaniel, Chief Mowing and Landscape Maintenance Division

DATE: March 1, 2018

SUBJECT: **REQUEST TO ISSUE AN RFP TO SELECT CONTRACTORS FOR LANDCAPE MAINTENANCE SERVICES FOR CITY RIGHTS-OF-WAY NORTH SERVICE AREA**

Please issue a Request for Proposal (RFP) for the above referenced services in accordance with Chapter 126.204 of the City Ordinance Code. The purpose of the request is to utilize a Competitive Sealed Proposal Evaluation Committee (CSPEC) process to select the most qualified contractor for these services.

Because of the extensive number of sites throughout the county, north of the river and the frequencies of visits, the selected contractor must be well organized with successful project management experience, and who has sufficient personnel, equipment and equipment control necessary to provide the requested schedule of services necessary to maintain all right-of way segments. The CSPEC evaluation process will allow the City to consider the contractor's past performance, its proposed organization and available personnel and equipment, in addition to the bid amount when selecting the most qualified contractor who can successfully complete all work as scheduled.

The sub-committee, who will evaluate the submitted proposals, will be comprised of representatives of the Mowing and Landscape Maintenance Division. The representatives will be:

Dave McDaniel	Chief	255-4301
Judson Miller	Contract Manager	255-4306

The draft RFP, sent by email to Marilyn Laidler, Purchasing Analyst, includes the scope of work, minimum qualifications, and the intended evaluation criteria.

We request that the project be awarded to the selected contractor in the form of a Blanket Order.

Cc: Ann Brackin, Public Works Contract Specialist
Marilyn Laidler, Procurement Analyst

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

March 9, 2018

To: Gregory Pease, Chief
Procurement Division

From: Mario Rubio, Administrator
Equal Business Opportunity Office

Re: **Landscape Maintenance Services ROW North Service Area**

The Equal Business Opportunity Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

- ☐ Encouragement
- ☒ Participation **25%**
- ☐ Set-A-Side

Our outreach efforts are documented and available upon request. Please let us know if you have any questions or concerns.

I can be reached at (904) 255-8832.

cc: Annette Burney

MR /ac

Leslie-Burney, Annette

From: Willis, Ann
Sent: Tuesday, April 17, 2018 12:10 PM
To: Nunziato, Christine
Cc: Leslie-Burney, Annette
Subject: RE: LANDSCAPE NORTH AREA RFP - REV.doc
Attachments: LANDSCAPE NORTH AREA RFP - RM Redline 4.17.18.doc; LANDSCAPE NORTH AREA RFP - RM Redline 4.17.18.pdf

Attached please find Risk management's redline of the above RFP.
Also attached is the stamped Risk Management Approved PDF.

Risk Management has concluded our review unless further assistance is required.

Ann Willis, AINS, CRIS
Property and Casualty Compliance Administrator
Risk Management Division
Department of Finance
City of Jacksonville
117 W Duval Street, Suite 335
Jacksonville, Fl 32202
(904) 630-7891 (o)
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From: Nunziato, Christine
Sent: Wednesday, March 28, 2018 4:14 PM
To: Willis, Ann
Cc: Leslie-Burney, Annette
Subject: LANDSCAPE NORTH AREA RFP - REV.doc

Here you go. Thank you.