SUBJECT: **CITYWIDE MOWING OF CITY BUILDINGS AND PARCELS-JSEB PARTICIPATION**

BID #: SC-0454-18 OPEN DATE: **2018-05-23**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – TWO (2) YEARS FROM DATE OF AWARD WITH TWO (2), TWO (2) YEAR RENEWAL OPTIONS

AGENCY: MOWING AND LANDSCAPE MAINTENANCE DIVISION

BASIS OF AWARD: TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER- TOTAL LUMP SUM BASE BID

NUMBER OF BIDS INVITED: 10 NUMBER RECEIVED: 4 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend award dated 06/30/18 to J & D Maintenance and Services of North Florida, to correct the period of service from one (1) year from date of award with three (3) one (1) year renewal options, to two (2) years from date of award with two (2), two (2) year renewal options as revised in addendum 3, with all other terms and conditions remaining unchanged.

ATTACHMENTS: Recommendation Memo, Addendum #3, Previous Award

BUYER: Marilyn Laidler
MARILYN LAIDLER

RESPECTFULLY SUBMITTED
for GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **Dave McDaniel, Chief, Mowing and Landscape Division**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Mowing & Landscape Maintenance Division
609 St. Johns Bluff Road North
Jacksonville, FL 32225
(904) 472-2910
www.coj.net

ONE CITY ONE JACKSONVILLE

MEMORANDUM

TO: Greg Pease, Division Chief
Procurement Division

THRU: John Pappas, Director
Public Works Department

FROM: Dave McDaniel, Division Chief
Mowing and Landscape Maintenance Division

DATE: July 13, 2018

SUBJECT: **Award Correction – Period of Performance**

Bid Name: Citywide Mowing of City Buildings and Parcels – JSEB Participation
Bid No: Bid No. SC-0454-18
Contractor: J&D Maintenance and Services of North Florida.

The Mowing and Landscape Maintenance Division of the Department of Public Works respectfully request approval to correct the overall period of performance awarded to J&D Maintenance and Services of North Florida under bid No. SC-0454-18 from one (1) year with three (3) one (1) year renewals to two (2) years with two (2) two (2) year renewals as revised in addendum No. 3 under bid No. SC-0454-18. All other terms and conditions of subject award remain unchanged and in full force and effect.

Should you have any questions or require additional information concerning this recommendation, please feel free to contact Russell Perry at 255-4306 or via email at RusseLLP@coj.net.

Cc: Russell Perry, Mowing & Landscape Contract Manager
John Tyson, Contract Administration Coordinator
Marilyn Laidler, Purchasing Analyst, Procurement Division

ab

City of Jacksonville, Florida

Lenny Curry, Mayor

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

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ADDENDUM NO.:	**THREE (3)**
BID NUMBER:	**SC-0454-18**
TITLE OF BID:	**CITYWIDE MOWING OF CITY BUILDINGS AND PARCELS-JSEB PARTICIPATION**
OPENING TIME AND DATE:	**2:00 P.M.; MAY 23, 2018**

THIS ADDENDUM IS ISSUED FOR THE INFORMATION OF BIDDERS ON THE ABOVE TITLED PROJECT AND WILL BE PART OF THE CONTRACT.

THE PURPOSE OF THIS ADDENDUM IS TO PROVIDE REVISED SECTIONS 3, 30 & 31 AND TO RESPOND TO QUESTIONS RECEIVED VIA EMAIL.

SPECIFICATION REVISIONS

1. Delete Sections 3, 30 and 31 from the Bid Specifications and substitute the attached revised Sections 3, 30 & 31. **PLEASE NOTE THAT THERE ARE NUMEROUS CHANGES TO THE ATTACHED SECTIONS. THEREFORE, BE SURE TO READ CAREFULLY THE NEW LANGUAGE BEFORE SUBMITTING YOUR BID.**

2. The error in the Unit Price Proposal Schedule noted in Addendum 2 has been corrected in REVISED Section 3 attached. Therefore, there is no need for the Bidder to insert the bid proposal schedule included in Addendum 2 into Section 3.

3. A Contract and Contract Bond (Performance/Payment Bond) is required for this contract. Delete any written statement to the contrary found in the specifications.

BIDDER QUESTIONS

Question 1- *"When mowing sites list gets to Leonard Cir W, it states RE# 084208-000 for location. Can you clarify the Real Estate Address on this page?"*

ANSWER See the revised Exhibit A of the REVISED Section 31 included in this addendum. The correct RE# is 084208-0000.

Question 2 *"... I have not found if any of the turf/beds will be fertilized. Is this included at any location?"*

ANSWER Fertilization is clarified in the attached REVISED Section 31. Fertilization is an additional service to be provided to a site when requested by the Contract Manager priced per acre. See Revised Section 3 under "Unit Prices for Additional Services" and Section 31.59, Fertilization for description of the type and amount of fertilizer and application procedures. Also, Pest Control (31.60) has been added as an additional service when requested.

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City of Jacksonville, Florida

Lenny Curry, Mayor

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

A copy of the signed addendum must be included with the bid package; failure to return is ground for bid rejection.

DATE: May17, 2018 BUYER: MARILYN LAIDLER

RECEIPT ACKNOWLEDGED BY RETURN OF SIGNED COPY WITH BID.

Bidder's Signature

Title

Company

Date

local office located in Duval, St. Johns, Nassau, Baker or Clay County and have a local or toll free telephone number, cellphone number, and email address where Bidder may be contacted.

SUBMITTAL: Submit each facility address and written proof that each facility is owned, leased, or rented by the BIDDER or its proposed Subcontractors.

5. The Bidder must be able to obtain and maintain liability insurance as required by the City of Jacksonville.

   SUBMITTAL: Submit either a signed affidavit from their insurance provider stating they can provide all required coverage at the levels required by the Bid Specifications or a "FOR BID PURPOSES ONLY" certificate of insurance evidencing all coverages, limits and additional provisions as required by these specifications.

6. Bidder and each of its proposed Subcontractors must have a current local business tax receipt from the city or county where the business is located.

   SUBMITTAL: Copy of local business tax receipt from the Bidder and each proposed Subcontractor.

C. BASIS OF AWARD

The project may be awarded to the lowest responsive, responsible Bidder contingent on the availability of funds within the project's approved budget. The corrected extended prices of the Total Lump Sum Base Bid will be used to determine the lowest qualified Bid. Proposals in which the prices obviously are unbalanced will be rejected. The City has the right to reject any or all bids.

If there are errors in the price extensions or in the total amount for any base bid, unit prices shall prevail, with the corrected base bid being used to determine the lowest qualified Bidder. The award of the contract will establish the Contractor and the unit prices which will be used during the life of the Contract.

The award will not be made until the CITY has completed all necessary investigations to determine if the low BIDDER is qualified to do the work and has the necessary organization, capital and equipment to carry out the contract.

D. REVISIONS OF BID PROPOSAL FORM

Request for revision of the Bid Proposal Form must be made to the Procurement Division at least ten (10) days prior to date of opening of Bids. Revision of the Bid Proposal by the Bidder will void the Bid.

E. CONTRACT EXPIRATION DATE

The Contract expiration date shall be established as follows: The Contract shall be for TWO (2) years beginning on **the date that the BLANKET PURCHASE ORDER IS ISSUED** unless the start date is modified by the CONTRACT MANAGER. The contract may be extended TWO (2) times for a TWO (2) year period by mutual agreement of both parties, provided funds are available.

The Contract will be issued in the form of a Blanket Purchase Order once the work has been awarded and the CONTRACTOR has submitted the required Insurance Certificates and other requested documents.

F. BID CHANGES

No changes in the amount of Bids appearing on the outside of Bids will be considered. Only the amounts shown on bid documents inside the envelope will be considered. All changes, corrections and erasures must be initialed by the person signing the bid.

G. WORK START AND COMPLETION

The Contractor shall begin work on the start date established by CONTRACT MANAGER in the Notice to Proceed. All work required by the contract must be completed by the expiration date of the Contract unless the Contract is extended by the City.

SUBJECT: **CITYWIDE MOWING OF CITY BUILDINGS AND PARCELS-JSEB PARTICIPATION**

BID #: SC-0454-18

OPEN DATE: **2018-05-23**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – ONE (1) YEAR FROM DATE OF AWARD WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: MOWING AND LANDSCAPE MAINTENANCE DIVISION

BASIS OF AWARD: TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER- TOTAL LUMP SUM BASE BID

NUMBER OF BIDS INVITED: 10 NUMBER RECEIVED: 4 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject Duval Landscape Maintenance LLC due to vendor being deemed non-responsive for failure to meet minimum annual billing value as set forth in the pre-qualification ($300,000.00), failure to provide the required equipment list and failure to provide the required written proof of facility ownership or lease agreement.

Recommend approval of award to the lowest responsive, responsible bidder J & D Maintenance and Services of North Florida, in the annual expenditure amount of $385,019.04. Period of service will be one (1) year from date of award with three (3) one (1) year renewal options.

This award to be funded by account: PWML011MOW-03410; PWML461MOW-03410 to be executed by individual Purchase Orders.

ATTACHMENTS: Recommendation Memo, Bid Tabulation, JSEB Letter, Vendor Rejection Confirmation Email, Minimum Requirements, Basis of Award, Scope of Work

BUYER: Marilyn Laidler
MARILYN LAIDLER

RESPECTFULLY SUBMITTED
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **Dave McDaniel, Chief, Mowing and Landscape Division**

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 6/28/18

Teresa R Eidson

OTHER:

ACTION OF AWARDING AUTHORITY DATE 6/30/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05