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SUBJECT: RFQ FOR HAZARDOUS TREE REMOVAL SERVICES- REBID- JSEB SET-ASIDE

BID #: JSC-0308-21 **OPEN DATE:** 2021-01-13

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: JSEB SET-ASIDE SERVICE

AGENCY: MOWING & LANDSCAPE DIVISION

BASIS OF AWARD: PRE-QUALIFICATION – ONE (1) YEAR FROM DATE OF AWARD WITH THREE (3) ONE (1) RENEWAL OPTIONS

NUMBER OF BIDS INVITED: (10) **NUMBER RECEIVED:** (3) **OTHER** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to pre-qualify the following three (3) suppliers: Amazing Property Preservation, Inc., A Real Unique Enterprise, LLC, and Total Lawn Solutions, period of service will be one (1) year from date of award, with three (3) one (1) year renewal options. The projects under this bid are to be competitively solicited informally to these vendors via 1Cloud system and processed by individual purchase order(s).

Attachments: Recommendation Memo, Bid Tabulation, Basis of Award, JSEB Letter

ANALYST: _____ MARILYN LAIDLER **RESPECTFULLY SUBMITTED** _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Dave McDaniel, Chief, Mowing and Landscape Maintenance 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 _____

DEPARTMENT OF PUBLIC WORKS

Jacksonville
Where Florida Begins.

February 9, 2021

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

RE: **Recommendation of Award (JSEB Set-Aside)**

Bid Name: **Pre-Qualification for Hazardous Tree Removal Services**
Bid Number: **JSC-0308-21**

The Procurement Division received three (3) bids for the above bid request. The Mowing and Landscape Maintenance Division of the Department of Public Works has reviewed the three (3) submittals and has determined that Amazing Property Preservation, A Real Unique Enterprise, LLC, and Total Lawn Solutions have met the minimum requirements in accordance the bid submittal specifications outlined under Bid No. JSC-0308-21. The term of this award will be for one (1) year from date of award, with three (3) one (1) year renewal options.

Each project will be competitively procured from the prequalified vendors and executed by individual purchase orders. The funding for this award will be encumbered by account PWML1L2PPTR-03410.

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Should you have any questions or require additional information concerning this request, please contact Russell Perry at 904-255-4306.

Attachment: Bid Tabulation Sheet

Cc: Marilyn Laidler, Purchasing Analyst, Procurement Division
Russell Perry, Mowing & Landscape Contract Manager
Jejuan Mathis-Williams, Contract Administration Coordinator

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BID TABULATION SHEET

TITLE:	REQUEST FOR QUALIFICATIONS FOR HAZARDOUS TREE REMOVAL SERVICES		A REAL UNIQUE ENTERPRISES LLC	AMAZING PROPERTY PRESERVATION INC	TOTAL LAWN SOLUTIONS
BID NO.	JSC-0308-21 (MOWING & LANDSCAPE)				
OPEN DATE:	JANUARY 13, 2021 @ 2:00 PM				
BUYER:	MARILYN LAIDLER, PURCHASING ANALYST				
No. Invited: (10)	No. Received (3) No Bids: (0)				
ITEM	DESCRIPTION	QTY			
	Submit with this RFQ the following information and a STATEMENT OF QUALIFICATIONS on Company letterhead signed by the Owner of the Company or Corporate Officer and dated. Failure by the BIDDER to submit the information requested will be sufficient grounds for the CITY to disqualify the BIDDER's BID PROPOSAL		YES	YES	YES
	BIDDER must provide proof they own, lease or rent an interior office space and a warehouse or outdoor storage yard to contain the equipment required by this contract at the time of the Award. The office and equipment storage must be at a location property zoned for commercial or industrial use in the city/county where it is located. Submit address of facility and proof that the facility is owned, leased, or rented by the BIDDER. The CONTRACTOR must have a local office located in Duval, St. Johns, Nassau, Baker or Clay County with a local or toll free telephone number, cellphone number, and email address, at which he/she may be contacted		YES	YES	YES
	The BIDDER shall have at least three (3) years prior experience in Tree Removal Services and must be able to provide a list of at least three (3) major customers for which services related to this type of work have been provided within the last 2 years, include with bid submission		YES	YES	YES
	The BIDDER must able to demonstrate the ability to satisfactorily perform all work described within the bid documents (through references and/or demonstration).		YES	YES	YES
	Bidder must submit a list of equipment which is owned or leased by each sub-CONTRACTOR performing part of the contract work. For each piece of equipment, show registration, name and model number, manufacturer, year of manufacture, and date purchased or leased. If the equipment is leased, include the name and phone number of the lessor. Equipment shall be no more than 10 years old.		YES	YES	YES
	The BIDDER must have the ability to obtain and maintain liability insurance at the levels required by the Indemnification and Insurance section of these specifications		YES	YES	YES
	BIDDER must provide copy of certification of owner, manager, supervisor, or consultant who will be utilized for the duration of the contract that is an "ISA Certified Arborist" by the International Society of Arboriculture		YES	YES	YES
	CONFLICT OF INTEREST:		YES	YES	YES
	ADDENDUM(S) (1,2)		YES	YES	YES

A. SUBMITTAL REQUIREMENTS

Submit with this RFQ the following information and a STATEMENT OF QUALIFICATIONS on Company letterhead signed by the Owner of the Company or Corporate Officer and dated. Failure by the BIDDER to submit the information requested will be sufficient grounds for the CITY to disqualify the BIDDER's BID PROPOSAL.

BIDDER must provide proof they own, lease or rent an interior office space and a warehouse or outdoor storage yard to contain the equipment required by this contract at the time of the Award. The office and equipment storage must be at a location properly zoned for commercial or industrial use in the city/county where it is located. Submit address of facility and proof that the facility is owned, leased, or rented by the BIDDER. The CONTRACTOR must have a local office located in Duval, St. Johns, Nassau, Baker or Clay County with a local or toll free telephone number, cellphone number, and email address, at which he/she may be contacted

The BIDDER shall have at least three (3) years prior experience in Tree Removal Services and must be able to provide a list of at least three (3) major customers for which services related to this type of work have been provided within the last 2 years.

The BIDDER must able to demonstrate the ability to satisfactorily perform all work described within the bid documents (through references and/or demonstration).

Bidder must submit a list of equipment which is owned or leased by each sub-CONTRACTOR performing part of the contract work. For each piece of equipment, show registration, name and model number, manufacturer, year of manufacture, and date purchased or leased. If the equipment is leased, include the name and phone number of the lessor. Equipment shall be no more than 10 years old.

The BIDDER must have the ability to obtain and maintain liability insurance at the levels required by the Indemnification and Insurance section of these specifications

BIDDER must provide copy of certification of owner, manager, supervisor, or consultant who will be utilized for the duration of the contract that is an "ISA Certified Arborist" by the International Society of Arboriculture.

B. BASIS OF AWARD

An award shall be made to all qualified JSEB business concerns that have met the Submittal Requirements in accordance with the specifications contained herein. Bidders must be qualified by certification and experience to perform the requested services at the time of bid opening to be considered for award.

Work under this award shall consist of tree removal, tree pruning, leaner removal, hanger removal, stump grinding, and proper disposal of generated debris within Duval County. This includes work required in emergencies at any hour of the day or night to protect the public. Work can be seasonal in nature, and large quantities of work may be due in short periods of time. It is imperative contractors complete all abatement projects in a timely manner consistent with these specifications.

The pre-qualified bidders listed under this award shall be utilized for each occurrence when the city has a need for services in any category listed herein in which the cost for that service is estimated to be less than $65,000.00. On projects ranging from $0.00 to $65,000.00 the Procurement Division will solicit through the informal quote process from only the pre-qualified bidders listed under this award and will award each location independently to the lowest responsive, responsible bidder based on the lump sum price for that location. On project estimated at $65,000.00 and up the Procurement Division will solicit through the Formal "Sealed Bid" process from only the pre- qualified contractors listed under this award and will award the project to the lowest responsive, responsible

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

MEMORANDUM

January 15, 2021

To: Gregory A. Pease, Chief
Procurement Division

From: Aileen Cruz, Business Analyst AC
Jacksonville Small & Emerging Business Office (JSEB) & Contract Compliance Office

Re: **JSC-0308-21 Request for Qualifications for Hazardous Tree Removal Services**

The Jacksonville Small & Emerging Business (JSEB) Office has reviewed the bids that were received for "JSC-0308-21 Qualification for Hazardous Tree Removal Services," for JSEB compliance and found the following:

Meets the JSEB Requirements for this project:

Amazing Property Preservation, Inc
A Real Unique Enterprise, LLC
Total Lawn Solutions, LLC

Our review efforts are documented and available upon request. Please let us know if you have any questions or concerns. I can be reached at (904) 255-8828.

cc: Marilyn Laidler
Dinah Coleman Mason

214 N. Hogan Street, Suite 800 | Jacksonville, FL 32202 | Phone: 904.255.8840 | Fax: 904.255.8842 | www.jseb.coj.net