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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MEMORANDUM

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

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

DATE: **May 24, 2021**

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 select the most qualified contractor for Landscape Maintenance Services at City Parks, Preservation Parks, and Cemeteries for Public Works Department. 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 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 Chief or designee
_____	_____
General Counsel or designee	Department/Agency Representative
_____	
Public Works Director or designee	

Hulitt, Nekole

Subject: FW: CONCLUDED REVIEW ON : Landscape Maintenances Services for COJ Pk, Preservation PK, & Cemeteries

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From: Verdejo Magras, Wanda **On Behalf Of** RiskReview
Sent: Wednesday, May 12, 2021 12:51 PM
To: Perry, Russell
Subject: CONCLUDED REVIEW ON : Landscape Maintenances Services for COJ Pk, Preservation PK, & Cemeteries

Greetings,

Thank you for allowing Risk Management an opportunity to review your request.

Risk Management reviewed and **applied minor changes to** the Indemnification & Insurance Requirements for Landscape Manintenances Services for Landscape Manintenances Services for COJ Pk, Preservation PK, & Cemeteries

Summary: *Risk Management has been implementing slowly for all bids, contracts and agreements to have a uniform format for the Indemnification, Insurance Requirements and Provisions; therefore, please note some wording changes to the indemnification. The changes are subtle but necessary.*

This will conclude Risk Management review.

Any further questions please feel free to contact me.

Email : wverdejo@coj.net & riskreview@coj.net

Cordially,

Wanda Verdejo
Property and Casualty Compliance Administrator
for Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : 904-255-5314
New Cell : 904-489-5495

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From: Perry, Russell
Sent: Wednesday, May 12, 2021 8:42 AM
To: Verdejo Magras, Wanda
Subject: RFP-PARK BID 2021 FINAL TO PROCUREMENT_.docx

Good morning Wanda, please review RFP for parks , preservations and cemeteries, let me know if you need anything else, Thank you.

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

April 22, 2021

To: Greg Pease, Division Chief
Procurement Division

From: Dinah Coleman Mason, JSEB Administrator
Sandy Simpson, EBO/JSEB Compliance Officer
Jacksonville Small and Emerging Businesses

RE: **Landscape Maintenance Services for City Parks and Cemeteries**

The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) 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-40%
- ☐ Set-A-Side

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

I can be reached at (904) 255-8167.

Cc: Nekole Hulitt
Dinah Coleman Mason

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

Internal Document

Goal Setting Checklist

BID/RFP Name: **Landscape Maintenance Services for City Parks and Cemeteries**

The following has been reviewed:

☒ Number of JSEB's ready, willing and able: _6__

☒ Scope of services: Work consist of furnishing all labor, materials, equipment and performing all operations necessary to provide routine maintenance of turf grass areas, vegetated areas covered with turf, weeds, a combination of grass and weeds, vines and trees and shrubs with stem up to two inches with six above ground. Provide landscape Maintenance Services at parks and Cemeteries throughout the City

☐ Types of work (non-administrative) to be done. (attach examples to document)

☒ JSEB's contacted **_12___**.

☐ Using Agency notified of goal/percentage:.

☒ Engineers Project Estimate **$2.6 Million**

List JSEB's below

Company Name		Interested	Yes/No
McNish's Lawn & Landscaping Services Inc	(904) 708-6654	mcnishslawnsvc@gmail.com	YES
Michael D Petschke	(904) 7210182	mike@happylawns.net	No Answer
Mr. Greens Lawn Care	(904) 6720476	dgreen30.dg@gmail.com	No Answer
Christopher A Gadsden Sr.	(904) 674-4006	newcreations_mr@yahoo.com	YES
Corey Morman	(904) 5540398	TOTALLAWNSOLUTIONSLLC@GMAIL.COM	No Answer
Dewayne Rivers	(904) 554-0561	dewaynelamar4@yahoo.com	YES
Eagle Lawn Care of Northeast Florida,Inc	(904) 8792518	info@eaglelawncarenefl.com	No Answer
Ishaq Hugger	(904) 707-9553	huggerslawn@gmail.com	YES
Jacksonville Lawn Care Inc.	(904) 378-1219	kkaapaulk@aol.com	No Answer
K & J Lawn Care, LLC	(904) 226-2031	Kandjlawncare@aol.com	No Answer
A Real Unique Enterprise LLC	(904) 318-5857	arealuniquelcs@yahoo.com	YES
M.Y. Contractors, Inc.	((904) 665-0003	mycontractors@bellsouth.net	YES

Compliance Officer: **Sandy Simpson_____** Date: **April 23, 2021**

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

ONE CITY, ONE JACKSONVILLE

MEMORANDUM

TO: Gregory Pease, Chief Procurement Division

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

FROM: Dave McDaniel, Chief Mowing and Landscape Maintenance Division

DATE: May 18, 2021

SUBJECT: **REQUEST TO ISSUE A CSPEC TO SELECT CONTRACTORS FOR LANDSCAPE MAINTENANCE SERVICES AT CITY PARKS, PRESERVATION PARKS AND CEMETERIES**

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, 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 City parks, preservations and cemeteries. 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 City of Jacksonville Parks Dept. and the Mowing and Landscape Maintenance Division. The representatives will be:

Keith Meyerl	Chief of Parks Dept.	255-7936
Richard Leon	City Arborist.	255-4324

The draft RFP, sent by email to Nekole Hulitt, 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: Steve Schlessinger, Public Works Contract Specialist
Nekole Hulitt, Procurement Analyst
Jejuan Mathis-Williams, Public Works Contract Administrator