SUBJECT: **CITYWIDE MOWING OF STORM WATER PONDS- JSEB PARTICIPATION**

BID #: SC-0455-18 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

NUMBER OF BIDS INVITED: 10 NUMBER RECEIVED: 5 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible bidder K and J Lawn Care LLC, in the annual expenditure amount of $292,541.06. 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: PWML461MOW-03410 to be executed by individual Purchase Orders.

ATTACHMENTS: Recommendation Memo, Bid Tabulation, JSEB Letter, 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 _____ 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: June 13, 2018

SUBJECT: **Recommendation of Award**

Bid Name: Citywide Mowing of Storm Water Ponds – JSEB Participation
Bid No: Bid No. SC-0455-18
Bid Open Date: May 23, 2018
Award Amount: $292,541.06

The Procurement Division received five (5) bids for the above project. The Mowing and Landscape Maintenance Division of the Department of Public Works has reviewed the five (5) bids and has determined that K and J Lawn Care, LLC has submitted the lowest, most responsive total bid of $292,541.06.

Therefore, the Mowing and Landscape Maintenance Division recommends award to K and J Lawn Care, LLC, 7001 Cisco Garden Road, Jacksonville, FL 32219, in the amount of $292,541.06. This award is for one (1) year with three (3) one (1) year renewals.

Funds will be encumbered by a release under a Master Blanket Order using account PWML461MOW-03410.

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

Attachments: Bid Tabulation Sheet

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MANDATORY PRE-BID CONFERENCE: APRIL 24, 2018

TITLE:	CITYWIDE MOWING OF STORM WATER TREATMENT PONDS- JSEB PARTICIPATION		A SANCTUARY HOUSE OF N FL INC	J & D MAINTENANCE AND SERVICES OF NORTH FLORIDA LLC	K AND J LAWN CARE LLC	A REAL UNIQUE ENTERPRISE LLC	DUVAL LANDSCAPE MAINTENANCE LLC
BID NO.	SC-0455-18 (MOWING & LANDSCAPE)						
OPEN DATE:	MAY 23, 2018 @ 2:00 PM						
BUYER:	MARILYN LAIDLER, PURCHASING ANALYST						
No. Invited: (10)	No. Received (5) No Bids: (0)						
ITEM	DESCRIPTION	QTY					
	TOTAL LUMP SUM BASE BID		$ 514,848.60	$ 494,021.39	$ 292,541.06	$ 468,790.88	$ 335,132.70
	CONFLICT OF INTEREST:		YES	YES	YES	YES	YES
	BID BOND:		NOT INCLUDED	YES	YES	NOT INCLUDED	YES
	JSEB PARTICIPATION:		JSEB	JSEB	JSEB	JSEB	YES
	ADDENDUM(S) (1, 2 ,3)		YES	YES	YES	YES	YES

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

May 3, 2018

To: Gregory A. Pease, Chief
Procurement Division

From: Aileen Cruz, Business Analyst
Jacksonville Small & Emerging Business Office

Re: **SC-0455-18 Citywide Mowing of Storm Water Treatment Ponds**

The Equal Business Opportunity (EBO) Office has reviewed the low bidder/proposer for compliance with the Jacksonville Small and Emerging Business (JSEB) program. Based upon the review of the JSEB schedule of work, the letters of intent, and the areas of certification, the lowest responsive bidder/proposer, **K and J Lawn Care, LLC** with a bid amount of **$ 292,541.06**, meets the required **25%** minimum JSEB participation by utilizing 100% JSEB Usage

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.

MR/ac

cc: Marilyn Laidler

CITY OF JACKSONVILLE, FLORIDA

CITYWIDE MOWING OF STORM WATER TREATMENT PONDS- JSEB PARTICIPATION

SECTION 1
INVITATION TO BID

BID NO: SC-0455-18

Notice is hereby given that the City of Jacksonville, Florida, will receive sealed Bids in the Office of the Procurement Division, Ed Ball Building, Suite 110, 214 N. Hogan Street, Jacksonville, Florida 32202, until 2:00 P.M. on the **16th** day of **MAY, 2018** for the CITYWIDE MOWING OF STORM WATER TREATMENT PONDS project.

At that time Bids will be publicly opened, read aloud, and recorded in Suite 110, 1st Floor, Ed Ball Building, 214 N. Hogan Street, Jacksonville, Florida 32202.

SCOPE OF WORK:

The City of Jacksonville, Department of Public Works, Mowing and Landscape Maintenance Division is soliciting a Competitive Sealed Bids from qualified Bidders to furnish all equipment, labor and materials and perform all operations necessary for the routine landscape maintenance of storm water treatment ponds owned or maintained by the City.

MINIMUM REQUIREMENTS

The Bidder must meet the following pre-qualifications before the Bidder is eligible to bid on this project. The specific information required to be submitted with the BID is described in – Bid Proposal. Failure by the Bidder to meet any of these requirements will be sufficient grounds for the City to disqualify the Bidder's Bid Proposal.

1) The Bidder must be certified by the City in the *Grounds Maintenance (NIPG 988-36)* category at the time of the Bid opening to be considered as a qualified Bidder.

2) Bidder shall be an individual, company, partnership, or corporation which has been actively engaged in the field of landscape maintenance for at least three (3) consecutive years and must have successfully completed a year-long maintenance contract with a minimum billing value of **$300,000.00**, providing similar services required by this project.

3) Bidder must have in its possession all required equipment listed below, either by ownership or by long term lease agreement or have a written commitment from a lender to finance the cost of the required equipment not owned or leased at the time of the Award. All equipment shall be no more than 10 years old.

ITEM OR EQUIPMENT	QTY
4x4 80-100 HP Tractor w/15 foot Mower Deck	1
Pickup Truck w/ Mower Trailer	2
Finish/Rough Cut Mower w/ 60 inch Deck	4
Gas or Electric String Trimmers	4
Gas or Electric Edger with blades	2
Blowers	4
Chain Saws	1

B. SUBMITTAL REQUIREMENTS

The Bidder must meet the following pre-qualifications before the Bidder is eligible to bid on this project and must submit the requested information with the Bid on the Company letterhead signed by the Owner of the Company or Corporate Officer and dated. Failure to meet the following requirements or to submit the following information with the bid proposal will be sufficient cause for the bid to be rejected.

All Contractor employees, subcontractors and agents performing work under the Contract shall be properly trained and qualified. Contractor shall furnish a copy of technical certification or other proof of qualification. All employees, subcontractors and agents performing work under the Contract must comply with all reasonable administrative requirements of Buyer and with all controlling laws and regulations relevant to the services they are providing under the Contract. Buyer may conduct, and Contractor shall cooperate in, a security background check or other assessment of any employee, subcontractor or agent furnished by Contractor. Buyer may refuse access to, or require replacement of, any personnel for reasonable cause.

Submittal: Copy of any applicable certification or license.

Bidder shall be an individual, company, partnership, or corporation which has been actively engaged in the field of landscape maintenance for at least three (3) consecutive years and must have successfully completed a year-long maintenance contract with a minimum billing value of **$300,000.00**, providing similar services required by this project.

Submittal: Provide the date the business was established, current business license, and a list of at least one (1) completed contract of similar size and scope. Include location of project, name, phone number, and address of client, and the beginning and ending date of each contract.

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 one (1) year beginning on **date of executed contract** nless the start date is modified by the CONTRACT MANAGER.

The contract may be extended three (3) times for a one (1) 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.

H. SUBMITTAL STATEMENT

The undersigned Bidder certifies that this proposal is made in good faith, without collusion or connection with any other entity bidding on this work.

The undersigned Bidder has examined and read (cover to cover) all Drawings, Specifications, General and Special Conditions, and other Contract Documents, and all Addenda thereto; and is acquainted with and fully understands the extent and character of the work covered by this Proposal and the specified requirements, for the proposed work.

The undersigned Bidder certifies that no officer or agent of the City will directly or indirectly benefit from this bid.

The undersigned Bidder states that this Proposal is made in conformity with the Contract Documents, and agrees that in case of any discrepancy or differences between its Proposal and the Contract Documents, the provisions of the latter shall prevail.

The undersigned Bidder certifies that it has carefully examined the foregoing Proposal after the same was completed and has verified every item placed thereon; and agrees to indemnify, defend and save harmless the City against any cost, damage or expense which may be incurred or caused by any error in the Bidder's preparation of same.

The undersigned Bidder states that all applicable taxes are included in the unit prices or Lump Sum Bid and acknowledges this project is not exempt from the State or Local Sales or Use taxes, and payment of such taxes is the responsibility of the Bidder.

The undersigned Bidder certifies that it has reviewed the provisions of the Jacksonville Ethics Code contained in Chapter 602, Jacksonville Ordinance Code, and the provisions of the purchasing Code contained in Chapter 126, Jacksonville Ordinance Code.

The undersigned Bidder agrees to keep its bid in effect for 120 calendar days after the Bid Opening date to allow the CITY time to award the bid, should it be awarded, and time to prepare and execute the Contract. The Contract may be in the form of a Blanket Order or Purchase Order. This time period begins at the time bids are opened and ends when the City issues a Notice to Proceed (NTP). The bid prices shall remain in effect throughout the life of the Contract. The City's failure to issue NTP within the specified

CITY OF JACKSONVILLE, FLORIDA

CITYWIDE MOWING OF STORM WATER PONDS- JSEB PARTICIPATION

SECTION 30
SCOPE OF WORK

30.1 SCOPE

A. The work covered by these specifications consists of furnishing all equipment, labor and materials and performing all operations necessary for the routine landscape maintenance of storm water treatment ponds owned or maintained by the City. Landscape maintenance work may include litter and debris removal, mowing of turfgrass and/or vegetated areas, grass edging, trimming and cleanup of debris produced by the maintenance operations..

B. Turfgrass maintenance includes the collection and disposal of litter and debris, turfgrass mowing, edging, trimming, and the removal of debris generated by these operations. The City may add or delete mowing sites during the contract and adjust prices accordingly, using the unit prices established in the Proposal.

30.2 WORK SITES

A. The list of Work Sites is shown in Exhibit A of this bid. Each Exhibit shows, street location and the type and amount of vegetated areas of each, pond. For City parcels the real estate number is also listed. Each real estate number can be entered into City of Jacksonville GIS website. Go to the following link: http://maps.coj.net/DuvalProperty/. This will give the exact location of the parcel on the City GIS map.

B. The City may add or delete work sites during the life of the contract, depending on the needs of the City. Such adjustments shall be by Change Order, using the unit prices established in the Proposal unless the unit prices have been modified by the City in accordance with the Unit Price Adjustment Section of the Special Conditions.

30.3 INTENT OF CONTRACT DOCUMENTS

The intent of these specifications is to maintain vegetated areas around storm water treatment ponds to achieve a clean and neat appearance. It is not the intent of these specifications to minutely define the mode, means, methods, techniques, sequence or procedures of maintenance selected by the Contractor or the safety precautions and programs incidental to the work, but rather to set forth reasonable and rational criteria for the performance thereof.

QWS3270X 6/21/2018 5:30 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 06/21/2018
LINK TO: ACCOUNT SUMMARY INQUIRY 5:30 PM

FISCAL MO/YEAR : 09 2018 CURRENCY CODE :
INDEX CODE : PWML461MOW MOWING - STORMWATER
SUBOBJECT : 03410 CONTRACTUAL SERVICES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	JUNE 2018	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	1,832,233.00	1,832,233.00
EXPENDITURES	198,023.74	1,122,965.71	1,122,965.71
ENCUMBRANCES	-198,023.74	322,476.50	322,476.50
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	386,790.79	386,790.79

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO
G005 - PRIOR RECORD DISPLAYED