SUBJECT: **LANDSCAPE MAINTENANCE SRVS FOR CITY RIGHTS-OF-WAY SOUTH SERVICE AREA 2- JSEB SET-ASIDE**

BID #: JSC-0453-18 OPEN DATE: **2018-05-23**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – TWO (2) YEAR PERIOD, WITH TWO (2) 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: 4 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 $906,157.85. Period of service will be two (2) years from date of award, with two (2) 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, Minimum Requirements, Addendum #3, 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: Landscape Maintenance Services for City Rights-Of-Way
South Service Area 2 (JSEB Set-Aside)
Bid No: Bid No. JSC-0453-18
Award Amount: $906,157.85

The Procurement Division received four (4) bids for the above project. The Mowing and Landscape Maintenance Division of the Department of Public Works has reviewed the four (4) bids and has determined that K and J Lawn Care, LLC has submitted the lowest, most responsive total bid of $906,157.85

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. $906,157.85 this award is for two (2) years with two (2) two (2) year renewals.

Funds will be encumbered by a release under a Master Blanket Order using accounts PWML461MOW-03410 and PWML011MOW-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

MANDATORY PRE-BID CONFERENCE. 1ST MTG-APRIL 23, 2018. 2ND MTG MAY 16, 2018

TITLE:	LANDSCAPE MAINTENANCE SERVICES FOR CITY RIGHTS-OF-WAY SOUTH SERVICE AREA 2-JSEB SET-ASIDE		A SANCTUARY HOUSE OF N FL INC	A REAL UNIQUE ENTERPRISE LLC	K AND J LAWN CARE LLC	J & D MAINTENANCE AND SERVICES OF NORTH FLORIDA LLC
BID NO.	JSC-0453-18 (MOWING & LANDSCAPE)					
OPEN DATE:	MAY 23, 2018 @ 2:00 PM					
BUYER:	MARILYN LAIDLER, PURCHASING ANALYST					
No. Invited: (10)	No. Received (4) No Bids: ( )					
ITEM	DESCRIPTION	QTY				
	TOTAL LUMP SUM BASE BID		$ 957,304.94	$ 1,216,272.85	$ 906,157.85	$ 991,433.15
	CONFLICT OF INTEREST:		YES	YES	YES	YES
	ADDENDUM(S) (1,2,3,4)		YES	YES	YES	YES

Brackin, Ann

From: Cruz, Aileen <ACruz@coj.net>
Sent: Wednesday, June 20, 2018 11:40 AM
To: Laidler, Marilyn
Cc: Brackin, Ann
Subject: RE: COJ Procurement

To:Gregory A. Pease, Chief
Procurement Division

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

Re:JSC-0453-18 Landscape Maintenance Services for City ROW South Service - Area 2

The Jacksonville Small & Emerging Business (JSEB) 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 bidder/proposer, J & D Maintenance and Services of North Florida, LLC with a bid of $ 821,665.39 does not meet the goal.

After further review and based on the bid tabulation sheet received on 6/20/18 via email from the using agency. The lowest bidder /proposer stated above bid value was incorrect. The correct lowest bidder for this project is K and J Lawn Care, LLC with a bid of $906,157.85 they also met the goal 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.

Aileen Cruz
Business Analyst
City of Jacksonville
Small & Emerging Business Office
214 N Hogan St. Suite 800
Jacksonville, Fl. 32202
904-255-8828 office
904-255-8842 fax

-----Original Message-----
From: Laidler, Marilyn
Sent: Wednesday, June 20, 2018 7:44 AM
To: Cruz, Aileen
Cc: Brackin, Ann
Subject: FW: COJ Procurement

Aileen,
After further review the final number were completed and it requires JSEB office to review this tab sheet again for recommendation please include Ann Brackin on the email she's awaiting the JSEB letter they are ready to award this project.

CITY OF JACKSONVILLE, FLORIDA

LANDSCAPE MAINTENANCE SERVICES FOR CITY RIGHTS-OF-WAY SOUTH SERVICE AREA 2 (JSEB SET-ASIDE)

SECTION 1
INVITATION TO BID

BID NO: JSC-0453-18

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 Landscape Maintenance of City Rights-of-way South Service Area 2-JSEB SET-ASIDE 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:

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 roadway shoulders and medians owned or maintained by the City within the South Service Area 2 (South of Beach Blvd. and East of the St. Johns River to the County Line). Landscape maintenance work may include litter and debris removal, mowing of turf grass and/or vegetated areas, grass edging, trimming, weeding, bed maintenance and cleanup of debris produced by the maintenance operations. Fertilization, weed/disease/insect control, and storm debris cleanup are additional services that may be requested by the City by change order at the unit prices established in the Proposal.

B. Turf grass maintenance includes the collection and disposal of litter and debris, turf grass 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.

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 $500,000, 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.

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.

ADDENDUM NO.	**THREE (3)**
BID NUMBER	**JSC-0453-18**
TITLE OF BID	**LANDSCAPE MAINTENANCE FOR CITY RIGHTS-OF-WAY SOUTH SERVICE AREA 2- JSEB SET-ASIDE**
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 HAVE A 2ND MANDATORY PRE-BID CONFERENCE AND ALSO AMEND THE REQUIREMENT REDUCING THE MINIMUM CONTRACT BILLING VALUE AS SHOWN BELOW:

There will be a 2nd mandatory pre-bid conference held on Wednesday, May 16, 2018 at 10:00 AM, Mowing and Landscape Maintenance Division Conference Room, 609 St. Johns Bluff Road N Jacksonville, FL. Attendance at the second pre-bid conference meeting is mandatory for bidders who did not attend the 1st mandatory pre-bid meeting and encouraged for all bidders.

Minimum Requirements

Currently listed in specifications

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 $500,000.00, providing similar services required by this project.

Change to

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 $400,000.00, providing similar services required by this project.**

name, location and brief description of landscape maintenance work performed; beginning and ending date of work; dollar amount of its contract; owner of project and contact person's email and phone number; and name of Prime Contractor/contact person's email and phone number if the Bidder performed the work as a sub-contractor.

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
80-100 HP Tractor w/ 15 foot Mower Deck	1
50-80 HP Tractor w/ 5 foot Mower Deck	1
Pickup Truck w/ Mower Trailer	2
Finish/Rough Cut Mower w/ 60 inch Deck	6
Gas or Electric String Trimmers	6
Gas or Electric Edger with blades	6
Blowers	4
Chain Saws	1

SUBMITTAL: Submit a list of equipment that is owned or leased by the Bidder and by each sub-Contractor that will be used to perform the contract work. Provide a separate equipment list for the Bidder and each of its sub-contractors. 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 listed shall be commercial grade, in good operating condition, and no more than 10 years old.

4. Bidder and its subcontractors must own, lease or rent an interior office space and a warehouse and/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. The Bidder must have a 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 he/she may be contacted.

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

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 initial term of agreement will commence upon execution of the Contract and will continue for a two (2) year period. Buyer will have the option to renew such agreement two (2) times, each time for a two (2) year period upon satisfactory performance by the Contractor. The Contract is also subject to early termination as set forth elsewhere in this BID.

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.

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 : PWML011MOW MOWING
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	4,512,573.00	4,512,573.00
EXPENDITURES	469,714.26	2,546,494.24	2,546,494.24
ENCUMBRANCES	-469,714.26	691,063.55	691,063.55
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	1,275,015.21	1,275,015.21

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

QWS3270X 6/21/2018 5:31 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 06/21/2018
LINK TO: ACCOUNT SUMMARY INQUIRY 5:31 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