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 _____ 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

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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 City Buildings and Parcels – JSEB Participation
Bid No: Bid No. SC-0454-18
Award Amount: $385,019.04

The Procurement Division received the four (4) bids for the above project The apparent low bidder Duval Landscape Maintenance LLC in the amount of $313,964.64 was determined non responsive for failure to meet minimum annual billing value as set forth in the Pre-Qualifications ($300,000.00), failure to provide the required equipment list and failure to provide the required written proof of facility ownership or lease agreement.

Therefore, the Mowing and Landscape Maintenance Division recommends award to the next lowest bidder J & D Maintenance and Services of North Florida 4779 Phyllis St. Jacksonville 32254, in the amount of $385,019.04. 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 accounts PWML011MOW-03410 and 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

MANDATORY PRE-BID CONFERENCE. APRIL 24, 2018

TITLE:	CITYWIDE MOWING OF CITY BUILDINGS AND PARCELS- JSEB PARTICIPATION		DUVAL LANDSCAPE MAINTENANCE LLC	A SANCTUARY HOUSE OF N FL INC	A REAL UNIQUE ENTERPRISE LLC	J & D MAINTENANCE AND SERVICES OF NORTH FLORIDA LLC
BID NO.	SC-0454-18 (MOWING & LANDSCAPE)					
OPEN DATE:	MAY 23, 2018 @ 2:00 PM					
BUYER:	MARILYN LAIDLER, PURCHASING ANALYST					
No. Invited: (10)	No. Received (4) No Bids: (0)					
ITEM	DESCRIPTION	QTY				
	TOTAL LUMP SUM BASE BID		$313,964.64	$ 538,576.66	$ 678,231.18	$ 385,019.04
	CONFLICT OF INTEREST:		YES	YES	YES	YES
	BID BOND:		YES	NOT INCLUDED	NOT INCLUDED	YES
	JSEB PARTICIPATION:		YES	JSEB	JSEB	JSEB
	ADDENDUM(S) (1, 2,3,4)		YES	YES	YES	YES

Brackin, Ann

From: Laidler, Marilyn <MLaidler@coj.net>
Sent: Tuesday, June 19, 2018 2:47 PM
To: Brackin, Ann
Subject: FW: JSEB Office E-mails

See below

From: Cruz, Aileen
Sent: Tuesday, June 19, 2018 2:46 PM
To: Laidler, Marilyn
Cc: Rubio, Mario
Subject: RE: JSEB Office E-mails

To: Gregory A. Pease, Chief
Procurement Division

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

Re: **SC-0454-18 Citywide Mowing of City Buildings and Parcels**

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, **Duval Landscape Maintenance, LLC** with a bid amount of **$311,098.73**, meets the required **25%** minimum JSEB participation by utilizing the following JSEB certified companies:

Eagle Lawn Care of NE FL, Inc.	**$ 38,892.34**
Hugger's Lawn and Landscape	**$ 48,090.42**

Based on the using agency the lowest bidder is to be non-responsive because they failed to meet some of the minimum submittal requirements the second lowest bidder is **J & D Maintenance and Services of North Florida, LLC** with a bid of **$ 385,019.08** meets 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

Laidler, Marilyn

From:	Laidler, Marilyn
Sent:	Thursday, June 21, 2018 3:01 PM
To:	Greg@Duvallandscape.com
Cc:	Nunziato, Christine; Laidler, Marilyn
Subject:	SC-0454-18 Citywide Mowing of City Buildings and Parcels- JSEB Participation- Bid Rejection letter
Attachments:	SC-0454-18 BID REJECTION LTR DUVAL LANDSCAPE.pdf

Hello,
Please find the attached bid rejection letter for project listed in the subject line and this email will serve as notification of receipt.

Thanks

Marilyn Laidler, Purchasing Analyst
Finance and Administration/Procurement Division
214 N. Hogan Street, 8th Floor
Phone (904) 255-8804
Fax (904) 255-8837
Rightfax (904)630-8288
Email: mlaidler@coj.net

CITY OF JACKSONVILLE

****** Please note that under Florida's very broad public records law, email communications to and from city officials are subject to public disclosure. ******

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.

NOTIFICATION OF RECOMMENDED BID REJECTION

June 21, 2018

Duval Landscape Maintenance, LLC
7011 Business Park Blvd N
Jacksonville, FL 32256

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

TITLE: CITYWIDE MOWING OF CITY BUILDINGS AND PARCELS- JSEB PARTICIPATION

REASON FOR RECOMMENDED REJECTION:
Duval Landscape Maintenance LLC is 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.

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. THIS ACTION IS SCHEDULED FOR THE GENERAL GOVERNMENT AWARDS COMMITTEE MEETING ON THURSDAY, **06/28/18** AT 1:00 PM. DIRECT ALL PROTEST TO THE RESPECTIVE BUYER/ANALYST, FACSIMILE NUMBER (904) 255-8837.

BUYER'S SIGNATURE: Marilyn Hardt

CITY OF JACKSONVILLE, FLORIDA

CITYWIDE MOWING OF CITY BUILDINGS AND PARCELS- JSEB PARTICIPATION

SECTION 1
INVITATION TO BID

BID NO: SC-0454-18

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 CITY BUILDINGS AND PARCELS 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 CITY BUILDINGS AND PARCELS 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

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.

5) The Bidder must have the ability to obtain and maintain liability insurance as required by the City of Jacksonville and must submit with their response, a signed affidavit from their insurance provider stating they can provide all required coverage at the levels required by the RFP or a "FOR BID PURPOSES ONLY" certificate of insurance evidencing all coverages, limits and additional provisions as required by the RFP.

6) If bidder's business is located within Duval County, FL, bidder to provide proof of applicable business tax license with their bid proposal to be considered for award.

JSEB PARTICIPATION PLAN PROJECT

In accordance with Part 6 of the Purchasing Code and as detailed in the Specifications, this procurement has been designated to be under the **Participcation Plan** to provide Equal Business Opportunity to certain **Small Business and/or Small Disadvantaged Business Enterprises**.

MANDATORY PRE-BID CONFERENCE

All parties interested in bidding this project are required to attend a Mandatory Pre-bid Conference at 1:00 p.m., **APRIL 24, 2018** in the Mowing and Landscape Maintenance Division Conference Room at 609 St. Johns Bluff Rd. N., Jacksonville Florida. **Failure to attend the pre-bid conference and to sign the attendance register at the pre-bid conference will disqualify the firm's bid proposal from consideration by the City, if submitted.**

Specifications may be reviewed and obtained at the Office of the Procurement Division, City Hall Annex – Ed Ball Building, Suite 105, 214 N. Hogan Street, Jacksonville, Florida 32202. The price per set of Documents is **$20.00**, and is required to be paid prior to receipt of the Documents. **PAYMENT WILL BE ACCEPTED BY CHECK ONLY. NO REFUND WILL BE MADE FOR THESE DOCUMENTS.**

In addition to the Specifications, the **CONTRACTOR** may require the two-volume set of City Standard Specifications and City Standard Details with Revisions 1 through 16 as provided in Instruction to Bidders.

Bidders must submit with their sealed Bid a completed Schedule of Subcontractor/Subconsultant Participation, Appendix "H", Section 3, Proposal, in accordance with section 126.608 and/or section 126.619 of Ordinance 2003-629.

All Bids must be made on the Proposal forms provided, properly executed, placed in the envelope provided, marked return receipt requested, and mailed or delivered in accordance with this Notice. **ONE ORIGINAL BID AND REQUIRED DOCUMENTS SHALL BE SUBMITTED. NO DUPLICATES OR COPIES WILL BE CONSIDERED.**

The City of Jacksonville reserves the right to reject any or all Bids; waive informalities, irregularities, or technical defects in any Bid; reject any or all bids or make award in part or whole, all with or without cause; and to make the award it deems to be in the best interest of the City of Jacksonville.

Gregory Pease, Chief
Procurement Division

LENNY CURRY, MAYOR
City of Jacksonville

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** unless 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.

CITYWIDE MOWING OF CITY BUILDINGS AND PARCELS- 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 CITY BUILDINGS AND PARCELS 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 Exhibits A and B of this RFP. Each Exhibit shows, street location and the type and amount of vegetated areas of each site. 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 CITY BUILDINGS AND PARCELS 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.

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

FISCAL MO/YEAR : 09 2018
INDEX CODE : PWML011MOW MOWING
SUBOBJECT : 03410 CONTRACTUAL SERVICES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

CURRENCY 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

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

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