



OFFICE OF INSPECTOR GENERAL CITY OF JACKSONVILLE

Date: July 17, 2025

To: Christopher Good, Director, Procurement Services, Jacksonville Port Authority

From: Matthew Lascell, Inspector General

Subject: Review of Invitation to Bid (ITB) C-1899 PCOB Landscaping and Irrigation Upgrades

On June 13, 2025, staff from the Office of Inspector General's Contract Oversight Unit reviewed Jacksonville Port Authority (JAXPORT) ITB 1899 PCOB Landscaping and Irrigation Upgrades. This contract was randomly selected for review, which was conducted to examine adherence to the JAXPORT Procurement Code.

The solicitation for this ITB was advertised in the Jacksonville Daily Record from May 2, 2024, to May 9, 2024, and in their internal system, to which contractors are encouraged to register. Despite the open solicitation, only one contractor responded to the ITB. The contractor, C & L Landscape, Incorporated, 1601 East Duval Street Jacksonville, FL 32202 was a known entity to JAXPORT and has received contract awards from several entities within the City of Jacksonville (COJ).

The proposal from C&L was evaluated and deemed reasonable and responsive to the requirements of the ITB. The bid from the contractor included a bid bond, a conflict of interest statement, license information, a list of equipment, and past performance references. The amount quoted was less than the JAXPORT estimate, which was calculated before the contract award. On July 12, 2024, ITB C-1899 was awarded to C&L.

The scope of work required C&L to conduct a site review to identify and locate all underground utilities and utility lines. Determine the existence of any potential utility conflict that may occur as a result of the installation of the specified plant material identified in the plans. They were then responsible for removing the existing trees, plant material, and ground cover within the project area, as well as for installing and/or modifying the existing irrigation system to determine if replacement is warranted. The final phase consisted of the complete installation of plant materials shown on the contract drawings as specified. They were given one year from the award date to complete the project.

On October 4, 2024, the contractor filed a Contract Change Order to increase the amount of the contract for approximately \$14,000.00. The contractor suggested that a weed mat should be added to the project, which was not included in the original plans. JAXPORT conducted a cost evaluation for the additional work, and the extra cost was deemed to be reasonable. Even with the additional costs, the total amount of the project was still less than the original government cost estimate, and the original contract specifications did not specifically include weed mat. Based on this analysis, the Contract Change Order was approved. JAXPORT conducted periodic site inspections during the performance phase, and on October 4, 2024, a Certificate of Substantial Completion was issued.

We have no findings related to this review and believe that JAXPORT complied with its Procurement Code during the life of this contract. No response is required, and we appreciate JAXPORT's cooperation with this process.

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