

**CITY OF MIAMI BEACH
COMMISSION ITEM SUMMARY**



Condensed Title:

Request for approval to issue a Standing Order to Rentokil Inc. - Plant Services in the annual amount of \$104,525, Pursuant to Bid No. 32-01/02, Lease/Purchase of Holiday Decorations.

Issue:

Whether a Standing Order should be issued to Rentokil Inc.- Plant Services?

Item Summary/Recommendation:

The work specified in this section consists of furnishing all labor, machinery, tools, means of transportation, supplies, equipment, materials, services and all incidentals necessary to provide complete Holiday Decorations as specified herein. Contractor shall inspect and repair all City owned, decorations, materials, etc. **before** the City begins ordering/purchasing additional holiday decorations. Contractor will be responsible for the installation, maintenance (including replacement of lamps), removal, and storage of the Holiday Decorations during the three (3) year lease period. At the end of the three (3) year lease period, the Holiday Decorations as specified in the bid documents will become property of the City of Miami Beach.

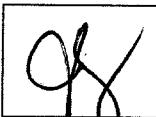
Funding of \$150,000 has been allocated for the first year of this project. The cost for the first year will be \$104,525, which will leave a balance of \$45,475, of which \$11,069 will be utilized to pay the previous vendor (Christmas Designers) for outstanding invoices for storage. This will leave a balance of \$34,406 to purchase new holiday decorations.

APPROVE THE ISSUANCE OF A STANDING ORDER.

Advisory Board Recommendation:

N/A

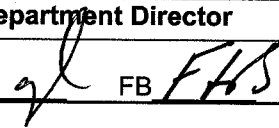
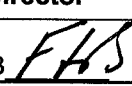
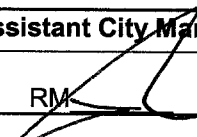
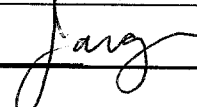
Financial Information:

| Source of Funds: | Amount | Account | Approved |
|--|--------------|-----------|-----------------|
|  Finance Dept. | 1 | \$104,525 | 011-9307-000355 |
| | 2 | | |
| | 3 | | |
| | 4 | | |
| | Total | | |

City Clerk's Office Legislative Tracking:

FRED BECKMANN

Sign-Offs:

| Department Director | Assistant City Manager | City Manager |
|---|--|---|
| GL  FB  | RM  | JMG  |

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AGENDA ITEM C2E

DATE 10-23-02

CITY OF MIAMI BEACH

CITY HALL 1700 CONVENTION CENTER DRIVE MIAMI BEACH, FLORIDA 33139
www.ci.miami-beach.fl.us



COMMISSION MEMORANDUM

To: Mayor David Dermer and
Members of the City Commission

Date: October 23, 2002

From: Jorge M. Gonzalez
City Manager

A handwritten signature in cursive script, appearing to read "Jorge", written over the printed name of the City Manager.

Subject: **REQUEST FOR APPROVAL TO ISSUE A STANDING ORDER TO RENTOKIL INC. - TROPICAL PLANT SERVICES FOR THREE (3) YEARS, IN THE ANNUAL AMOUNT OF \$104,525, PURSUANT TO BID NO. 32-01/02 - LEASE/PURCHASE OF HOLIDAY DECORATIONS.**

ADMINISTRATION RECOMMENDATION

Approve the issuance of Standing Order

FUNDING:

\$104,525 - Funding is available from Budget Account No. 011-9307-000355.

ANALYSIS:

The Scope of Work consists of furnishing all labor, machinery, tools, means of transportation, supplies, equipment, materials, services and all incidentals necessary to provide complete Holiday Decorations as specified in the bid documents. Contractor shall inspect and repair all City owned fixtures, decorations, materials, etc. before the City begins ordering/purchasing additional holiday decorations. Contractor will be responsible for the installation, maintenance (including replacement of lamps), removal, and storage of the Holiday Decorations during the three (3) year lease period. At the end of the three (3) year lease period, the Holiday Decorations as specified herein will become property of the City of Miami Beach.

Additions/Deletions of Facilities

Although the bid identifies specific quantities to be purchased and locations to be decorated, it is hereby agreed and understood by the contractor that any decorations or locations may be added/deleted to/from this contract at the option of the City. All additions/deletions of decorations or locations will be made with the same pricing/specifications as stated in the Contractor's Bid Form.

Liquidated Damages

Contractor agrees to pay two hundred (\$200.00) dollars per day as liquidated damages, for each calendar day beyond the time in which the decorations must be installed and removed. Installation must begin by the **1st of November of each contract year and must be completed by November 15th.**

Analysis (Continued)

Warranty

The Contractor bidder will provide a Manufacturer and Labor Warranty for a period of three (3) years.

CONTRACTOR'S RESPONSIBILITY:

Supervision

The Contractor will maintain a supervisor at the locations at all times during the hours of operation, and such supervisor shall be available by pager, two-way radio or cellular telephone.

Traffic Control

The Contractor will, at his own cost, observe all safety regulations including placement and display of safety devices, as may be necessary during the installation and removal of the decorations. Traffic control must be in accordance with the F.D.O.T.'s "Manual on Traffic Controls and Safe Practices for Street Highway Construction, maintenance and Utility Operations".

Non-Interference

The Contractor will not interfere with the public use of sites and shall conduct his operation so as to offer the least possible obstruction and inconvenience to the public or disruption to the peace and quiet of the area within which the services are performed.

Materials

All materials supplied and used by the Contractor will be commercial grade and used in accordance with manufacturer's directions. Commercial products such as holiday lighting decorations may require testing by Project Manager, and materials not meeting requirements may be rejected.

Equipment

Equipment supplied by contractor will be designed for or suited to the installation location in which it is to be used. Equipment will not be in areas where damage will occur to the landscape or sites. Contractor will maintain supplied equipment in a good appearance and all equipment shall be maintained in a safe, operational, and clean condition.

Analysis (Continuation)

Invitation of Bid No. 32-01/02 was issued on September 19, 2002, with an opening date of October 8, 2002. A Pre-Bid Conference was held on September 26, 2002, which resulted in the attendance of 3 Companies. As a result of questions received from prospective bidders, One (1) Addendum was issued on October 2, 2002. DemandStar by Onvia issued bid notices to 998 prospective bidders and the Procurement Division sent bid notifications to four (4) additional firms from their supplemental bidders list. This resulted in thirteen (13) vendors requesting bid packages, which resulted in the receipt of two (2) bids. The Bid results are tabulated and attached.

References have been checked by Procurement staff and Dun and Bradstreet reports have been secured, and the successful bidder comes highly recommended. Rentokil Inc. has been in business for thirty nine (39) years as a General Contractor, and pursuant to the information obtained, Rentokil Inc. provides quality work and completes all jobs within the required completion dates.

Funding of \$150,000 has been allocated for the first year of this project. The cost for the first year will be \$104,525, which will leave a balance of \$45,475, of which \$11,069 will be utilized to pay the previous vendor (Christmas Designers) for outstanding invoices for storage. This will leave a balance of \$34,406 to purchase new holiday decorations.

Conclusion

Based on the analysis of the bids received, it is recommended that award be made to the lowest and best bidder, Rentokil Inc. - Tropical Plant Services.

JMG/RM:FB:GL/mpj

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Attachments (2)

- 1. Bid Tabulation.**
- 2. Description of Decorations and Locations.**

TABULATION

| ITEM | RENTOKIL | | | CHRISTMAS DESIGNERS | | |
|---|------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | YEAR 1 | YEAR2 | YEAR3 | YEAR 1 | YEAR2 | YEAR3 |
| #1 - Repair & Refurbish existing Inventory | \$8,000.00 | \$8,000.00 | \$8,000.00 | \$24,805.50 | \$0.00 | \$0.00 |
| #2 - Installation, Maintenance & Removal | \$92,525.00 | \$92,525.00 | \$92,525.00 | \$91,229.75 | \$91,229.75 | \$91,229.75 |
| #3 - Storage, Maintenance & Routine Repair | \$4,000.00 | \$4,000.00 | \$4,000.00 | \$11,399.00 | \$23,220.25 | \$23,220.25 |
| Total | \$104,525 | \$104,525 | \$104,525.00 | \$127,434.25 | \$114,450.00 | \$114,450.00 |
| #4 Additional Lighting and Decorations (% Discount) | 20% | 20% | 20% | 5% | No Bid | No Bid |
| #5 - Hourly Rate (for additional work not specified in the bid documents) | \$45.00 | | | \$30.00 | | |
| 3 -YR TOTAL | | \$313,575.00 | | | \$356,334.25 | |

DESCRIPTION OF DECORATIONS AND LOCATIONS

Area 1 – Alton Road at 5th Street

Area 2 – 5th Street Between Alton Rd. and Ocean Dr.

Area 3 – Ocean Drive from 5th Street to 15th Street

Area 4 – Washington Ave. from 5th Street to Lincoln Rd.

Area 5 – Lincoln Road Mall

Area 6 – Collins Av. from 39th St to 58th Street

Area 7 – Collins Av. from 61st St to 76th Street

Area 8 – Normandy Fountain Area – 71st Av.

Area 9 – 41st St

TREATMENT DESCRIPTIONS

Pole Treatment

- 8' falling star decoration. Price includes installation, removal, storage, insurance, full maintenance and yearly full bulb replacement
- 8' falling star decoration. Price includes installation, removal, storage, insurance, full maintenance and yearly full bulb replacement – (two year lease to purchase)
- pole garlands
- lighted 9' x 14" garland section with red veltex ribbon woven throughout and one four loop red veltex bow at the base of globe light. Price includes installation, removal, full maintenance, storage, insurance and handling.

Street Crossings

- Snowflake spans measuring 40' across the street. Price includes installation, removal, storage, insurance, full maintenance and yearly bulb replacement.

"Season's Greeting" Sign

- silhouette "Season's Greetings" (as shown on page 33 of Crystal Valley Catalog) sign lighted – 30' width x 10' high, 2700 watts with 540 clear bulbs on a two year lease to purchase, price includes installation/removal, full bulb replacement year two, equipment charges, storage, insurance and handling.

Normandy entrance sign (Welcome to Miami Beach) at West Bay Drive

- Three lighted double garlands (total 6 pieces) around perimeter of sign with one 24" mylar bow for each top corner.

Palm Tree Treatment

- Two – 50 light spiral wraps with six fronds lit per palm.

Medjool Palm Treatment

- A. Lighting twenty-five fronds with 35-light sets and wrapping with ten lighted garlands and one 36" gold mylar bow per palm.
- B. Three-50 light spiral trunk wraps and lighting 25 fronds on each tree.
- C. Palms wrapped with 8 lighted garlands and one 24" gold mylar bow placed at the top of the garland per palm.
- D. Palms wrapped with ten lighted garlands and one 36" mylar bow placed at the top of the garland per palm.
- E. Palms wrapped with six lighted garlands and one 24" gold mylar bow placed at the top of the garland per palm
- F. Palms wrapped with five lighted garlands and one 24" mylar bow placed at the top of the garland per palm
- G. Lighting twenty-five fronds and spiral wrapping balls (nut) with 3-50 light sets per palm

Coconut Palm Treatment

- A. Six-50 light spiral wraps and eight fronds lit per tree
- B. Eight fronds lit per palm
- C. Four 50-light spiral wraps with ten fronds lit per tree

Sea Grape Tree Treatments

- A) 50-50 light spiral wraps
- B) 40-50 light spiral wraps
- C) 25-50 light spiral wraps
- D) 20-50 light spiral wraps
- E) 30-50 light spiral wraps

Triangle Palm Treatment

- 12 Fronds lit per palm

Malaysian Palm Treatment

- 9 Fronds lit per palm

Royal Palm Treatment

- Seven – 50 light Spiral Wraps with Ten fronds lit per Palm

Foxtail Palms

- Two-50 light spiral wraps with six fronds lit per palm

Trunk Date Palm Tree Treatment

- Six-50 light spiral wraps with forty fronds lit per tree

Trees (Miscellaneous)

- Two-50 light spiral wraps with seven fronds lit per tree

Sagali Palm Treatment

- Four 50-light spiral wraps with ten fronds lit per tree

Oak Tree Treatment

- Lighted with Light nets

CITY OF MIAMI BEACH OWNS THE FOLLOWING HOLIDAY DECORATIONS:

MAINTENANCE-POLE DECORATIONS, CROSS STREET SPANS AND SIGN

- Fifteen snowflake cross street spans, consisting of seven separate pieces per span. Total of 105 pieces with 5,280 bulbs.
- 181 Falling star pole decorations with 90 bulbs on each, total 16,290 bulbs.
- One "Seasons Greetings" sign with 540 bulbs.
- Eighteen 24" gold Mylar bows.
- Fourteen 36" gold Mylar bows.
- Extended maintenance on 197 lighted decorations will include replacing, if necessary, sockets, wiring, retaping wiring, cleaning, painting, minor welding and handling.
- Some decorations on the poles were damaged last year by large trucks. Damage Assessment will be required. Reconditioning fees, maximum extended maintenance costs and replacement costs will be as specified on proposed fee schedule.

NATURAL GREEN GARLAND SECTIONS

- 77 Section light sets replacement - 77 Sections for Ocean Drive and Ocean Terrace- replace three year old light sets and replace vandalized two year old light sets with **new** 50 light "Everburn" sets (three year life expectancy)
- 77 Sections ribbon replacement - Replace red velvet ribbon annually.
- 77 Red velvet wired bows - Replace red velvet wired bows annually.
- 241 Sections service - 241 Sections in all areas, service light sets on each section (bulb replacement wiring, sockets, etc.)
- Replacement Costs will be as specified on proposed fee schedule.

STORAGE, INSURANCE AND HANDLING

- 1 Season's Greetings
- 15 Cross street snowflake spans
- 181 Falling star pole decorations
- 318 Garland sections
- 32 Gold Mylar bows (24" and 36")

VISUAL DECORATION - INSTALLATION AND REMOVAL

- 1 Season's Greetings sign

15 Snowflake spans
181 Falling star pole decorations
18 24" gold Mylar bows
14 36" gold Mylar bows
318 Garland sections

LIGHTING - LINCOLN ROAD - INSTALLATION, REMOVAL AND LIGHT SETS

463 Spiral wraps (50 light set)
975 Fronds
42 Scatter sets (50 light sets)

LIGHTING - ALL OTHER AREAS - INSTALLATION, REMOVAL AND LIGHT SETS

48 Spiral wraps (50 light set)
820 Fronds
180 Scatter sets

POLE DECORATION ON LINCOLN ROAD

Eleven rental pole decorations between Washington and Collins Avenue.
11 Pole decorations

ADDITIONAL LIGHTING - LINCOLN AT ALTON ROAD - THEATER AND SHOPS

- 14 Royal palms each side of median, light two trees at either end of median then every other tree on each side of median (total 16 trees lighted)
- 16 Royal Palms with 9 fronds each tree
- 16 Royal Palms with 6 spiral wraps (50 light sets)

OVERVIEW

MAINTENANCE - POLE DECORATIONS, CROSS STREET SPANS AND SIGN

318 NATURAL GREEN GARLAND SECTIONS

VISUAL DECORATION - INSTALLATION AND REMOVAL

LIGHTING - LINCOLN ROAD - INSTALLATION REMOVAL AND LIGHTS SETS

LIGHTING - ALL OTHER AREAS - INSTALLATION, REMOVAL AND LIGHT SETS

POLE DECORATIONS ON LINCOLN ROAD

LINCOLN AT ALTON ROAD - THEATER AND SHOPS

STORAGE - (INSURANCE AND HANDLING)

C4

C4

**C4
COMM. COMMITTEE
ASSIGNMENTS**