

Condensed Title:

Request For Approval To Award Contracts To The Primary Vendors Deemed As The Lowest And Best Bidders, And Secondary Vendors In The Event That The Primary Vendors Are Unable To Perform; Pursuant To Invitation To Bid (ITB) No. 34-08/09 To Provide Grounds Maintenance Service For The City Of Miami Beach Causeways, Islands And Other Locations In The Estimated Annual Amount Of \$328,853.71; And For Mowing Services, To The Primary Vendors Deemed As the Lowest And Best Bidders, And Secondary Vendors In The Event That The Primary Vendors Are Unable To Perform In The Estimated Annual Amount Of \$324,924.00.

Key Intended Outcome Supported:

To maintain and enhance the cleanliness levels throughout the community.

Supporting Data (Surveys, Environmental Scan, etc.): 81% rating landscape maintenance in rights of way and public areas as excellent or good.

Issue:

Shall the City Commission Approve the Award of Contract?

Item Summary/Recommendation:

The purpose of Invitation to Bid No. 34-08/09 (the "Bid") is to establish a contract with a qualified vendor for the provision of grounds maintenance service for the City of Miami Beach Causeways, Islands and other locations; and mowing services citywide.

This contract(s) shall remain in effect for three (3) years from date of contract execution by the Mayor and City Clerk. Providing the successful bidder(s) will agree to maintain the same price, terms and conditions of the current contract, this contract could be extended for an additional two (2) one (1) year renewal options, if mutually agreed upon by both parties.

On May 28, 2009, the ITB was issued with an opening date of June 30, 2009. A Pre-bid conference to provide information to prospective bidders was held on June 11, 2009. BidSync and Bidnet issued bid notices and as a result, a total of 37 and 18 (respectively) prospective bidders viewed the documentation; the result was the receipt of sixteen (16) bids.

On July 2, 2009, a Technical Review Panel ("the Panel") consisting of the following individuals met to review the responsive bidder's qualifications, experience, capability, and performance evaluations:

- Kevin Smith, Director, Parks & Recreation Department
- John Oldenburg, Assistant Director, Parks & Recreation Department
- Millie McFadden, Parks Superintendent, Parks & Recreation Department

Based on the aforementioned, the Administration recommends that the Mayor and City Commission accept the City Manager's recommendation to award contract(s) to the primary vendors deemed as the lowest and best bidders, and secondary vendors in the event that the primary vendors are unable to perform, in the total estimated annual amount of \$653,777.71.

APPROVE THE AWARD OF CONTRACT.

Financial Information:

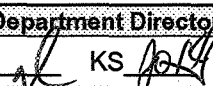

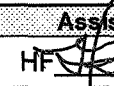
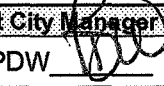

Source of Funds:		Amount	Account	Approved
	1.	\$653,777.71	Parks & Recreation Professional Services Account No. 011-0940-000-312	
OBPI	Total	\$653,777.71		

Financial Impact Summary:

City Clerk's Office Legislative Tracking:

Gus Lopez, Ext: 6641

Sign-Offs:

Department Director	Assistant City Manager	City Manager
GL  KS 	HF  PDW 	JMG 

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MIAMIBEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

COMMISSION MEMORANDUM

TO: Mayor Matti Herrera Bower and Members of the City Commission

FROM: Jorge M. Gonzalez, City Manager

DATE: July 15, 2009

SUBJECT: **REQUEST FOR APPROVAL TO AWARD CONTRACTS TO THE FOLLOWING PRIMARY VENDORS DEEMED AS THE LOWEST AND BEST BIDDERS: SUPERIOR LANDSCAPING & LAWN SERVICE INC.; VILA & SON LANDSCAPE CORP.; SFM SERVICES, INC.; EVERGLADES ENVIRONMENTAL CARE, INC.; AND TO THE FOLLOWING SECONDARY VENDORS IN THE EVENT THAT THE PRIMARY VENDORS ARE UNABLE TO PERFORM: VILA & SON LANDSCAPE CORP., SUPERIOR LANDSCAPING & LAWN SERVICE INC., SFM SERVICES, INC., EVERGLADES ENVIRONMENTAL CARE, INC., VALLEY CREST LANDSCAPE MAINTENANCE, AND COUNTRY BILLS LAWN MAINTENANCE, INC.; PURSUANT TO INVITATION TO BID (ITB) NO. 34-08/09 TO PROVIDE GROUNDS MAINTENANCE SERVICE FOR THE CITY OF MIAMI BEACH CAUSEWAYS, ISLANDS AND OTHER LOCATIONS IN THE ESTIMATED ANNUAL AMOUNT OF \$328,853.71; AND FOR MOWING SERVICES, TO THE FOLLOWING PRIMARY VENDORS DEEMED AS THE LOWEST AND BEST BIDDERS: SUPERIOR LANDSCAPING & LAWN SERVICE INC.; COUNTRY BILLS LAWN MAINTENANCE, INC.; AND ELAN LAWN AND LANDSCAPE SERVICES, INC.; AND SECONDARY VENDORS IN THE EVENT THAT THE PRIMARY VENDORS ARE UNABLE TO PERFORM: TO COUNTRY BILLS LAWN MAINTENANCE, INC. AND SOUTHERN LANDSCAPING ENTERPRISING, INC., IN THE ESTIMATED ANNUAL AMOUNT OF \$324,924.00.**

ADMINISTRATION RECOMMENDATION

Approve the Award of Contracts.

FUNDING

Funds in the amount of \$653,777.71 are available from the budgeted account of Parks & Recreation Department as follows:

\$653,777.71 Parks & Recreation Professional Services Account No. 011-0940-000-312

ANALYSIS

The purpose of Invitation to Bid No. 34-08/09 (the "Bid") is to establish contracts with qualified vendors for the provision of grounds maintenance service for the City of Miami Beach Causeways, Islands and other locations; and mowing services citywide.

The work specified in this section consists of furnishing all labor, machinery, tools, means of

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transportation, supplies, equipment, materials, services and incidentals necessary to provide complete landscape maintenance services as specified herein.

Following are the fourteen (14) sites for which the complete grounds maintenance service will be provided:

1. Julia Tuttle Causeway
2. McArthur Causeway
3. Fifth Street
4. Collins Ave. Medians (from 40th to 60th street)
5. Palm Island
6. Hibiscus Island
7. Star Island
8. Marseille Drive Streetscape
9. PineTree & La Gorce Traffic Calming Medians
10. Terminal Island Pump Station
11. N. Gateway/Welcome Sign Landscaping 87th Terrace & Harding Ave
12. The Fillmore Miami Beach at the Jackie Gleason Theater
13. Alton Rd. Medians
14. Bay Rd. from 14th St. North to 16th St

These contracts shall remain in effect for three (3) years from date of contract execution by the Mayor and City Clerk. Providing the successful bidder(s) will agree to maintain the same price, terms and conditions of the current contract, this contract could be extended for an additional two (2) one (1) year renewal options, if mutually agreed upon by both parties.

On June 10, 2009, in Addenda No. 1, bidders were advised on the following information: Bidders will give cost per service for each site. Bidders will give annual total for each site. Bidders may bid on a single, any combination, or all groups of work. The City reserves the right to award multiple contracts based on the lowest and best bid per location, per maintenance services.

On June 10, 2009, the Turf Mowing contract was added in Addenda No. 2. The work consists of furnishing all labor, machinery, tools, means of transportation, supplies, equipment, materials, services and incidentals necessary to provide complete turf mowing services as specified herein. The work shall include but not be limited to waste disposal, mowing, trimming/ edging, turf management, turf fertilization, and traffic control. Proposed cost shall include all labor, equipment and materials needed to perform those duties set forth in the scope of work.

GROUND MAINTENANCE LANDSCAPING SERVICES SCOPE OF WORK

The work shall include but not be limited to, litter retrieval and waste disposal, mowing, edging, landscape maintenance, herbicide/insecticide/fertilizer application, turf management, irrigation system operation maintenance / repair and replacement of plants as required. ("Full Service Visits") Bid prices shall include all labor, equipment and materials needed to perform those duties set forth in this section.

The maintenance period shall begin 10 days after receipt of a notice to proceed, and continue for a period of three (3) years, pending available funding. The City of Miami Beach has the option to renew the contract at its sole discretion for an additional two (2) year periods on a year-to-year basis.

Frequency of Services

Frequencies of service for the sites and specific services described herein are based upon normal circumstances. Individual, several and/or all services to a site or sites may be added at an agreed upon price, or deleted due to natural disaster, excessive rain, disease, drought, fire, vandalism, accident, insufficient funds and/or any other reason at the sole discretion of the City.

Each of the fourteen (14) grounds maintenance, landscaping sites will have either thirty-four (34), thirty (30) or twelve (12) full service visits on an annual schedule. Calendars were provided in the Bid documentation to show dates of expected services. Additional service visits may be authorized by the City's Project Manager if required to address Special Events, excessive plant growth and other environmental condition changes.

MOWING SERVICES SCOPE OF WORK

All work is to be completed in a thorough and workmanlike manner under competent Contractor's supervision to the satisfaction of the City of Miami Beach Parks and Recreation Department. That is, all mowing, edging, weed control, trimming etc. shall be completed before leaving the job site. Standards and frequencies may be modified from time to time, as necessary, to assure proper maintenance and achieve the quality objective.

Contractor shall schedule and conduct the work at times and in a manner which shall not interfere with normal pedestrian traffic on adjacent sidewalks or vehicular traffic on adjacent streets, and shall not cause annoyance to residents near the site or users of the site. During periods of peak rush hour traffic, the Contractor will not block or impede arterial or collector streets.

All work shall be scheduled and completed in a continuous manner, that is, other than a holiday or non-work day in order to maintain the site in a uniform manner. Contractor shall not work or perform any operations during inclement weather which may destroy or damage landscaped areas.

The scope of the work is to maintain three (3) designated service levels/areas in a healthy, growing, safe, clean and attractive condition throughout the year. This Turf Mowing contract is broken down into three (3) different categories described as Group A (31 sites), Group B (44 sites) and Group C (71 sites). Group A contains South Beach areas, Group B contains Central Beach areas, and Group C contains North Beach areas.

Frequency of Services

Frequencies for the sites and services described herein are based upon normal circumstances. Individual, several and/or all services to a site or sites may be added at an agreed upon price, or deleted due to natural disaster, excessive rain, disease, drought, fire, vandalism, accident, insufficient funds and/or any other reason at the sole discretion of the City.

There are three (3) designated services levels for the Mowing contract which are as follows: (34) full service visits in an annual schedule, thirty (30) full service visits in an annual schedule and twenty-four (24) full service visits in an annual schedule. Additional service visits may be authorized by the City's Project Manager if required to address Special Events, excessive plant growth and other environmental condition changes.

All work is to be completed in a continuous manner. That is all mowing, edging, weed control, trimming etc. shall be completed before leaving the job site.

BID PROCESS

On May 28, 2009, the ITB was issued with an opening date of June 30, 2009. A Pre-bid conference to provide information to prospective bidders was held on June 11, 2009. BidSync and Bidnet issued bid notices and as a result, a total of 37 and 18 (respectively) prospective bidders viewed the documentation; the result was the receipt of sixteen (16) bids from the following vendors:

- Country Bills
- Elan Lawn & Landscape
- Everglades Environmental
- Final Pest Control & Landscape
- Florida Lawn Service
- Florida Turf & Landscape
- Frank's Lawn Service
- Jerry's Custom Landscaping
- Sanchez Arango Const.
- SFM Services
- Sonny's Total Landscaping
- Southern Landscaping
- Superior Landscaping & Lawn Serv.
- Valley Crest
- Vila & Son
- Weed-A-Way

Based on the bids received, twelve (12) of the above vendors bid on the grounds maintenance contract and twelve (12) vendors bid on the mowing services contract.

The responsiveness test performed by the Procurement Division resulted in the following six (6) vendors being deemed non-responsive: 1) Jerry's Custom Landscaping, Inc., 2) Sonny's Total Landscaping, Inc., 3) Sanchez Arango Construction Co., 4) Final Pest Control and Landscaping Inc., 5) Florida Turf & Landscape Horticulture, Inc., 6) Elan Lawn & Landscape. The bidders failed to meet the minimum requirements set forth for the Grounds Maintenance Service contract.

In addition, the following two (2) companies withdrew their bids made in error: Valley Crest Landscape for site 10, Terminal Island Pump at \$281.01; and Superior Landscaping & Lawn Service for site 13, Alton Road Medians at \$1,200.00. (Attached is Exhibit A showing complete tabulations).

On July 2, 2009, the Technical Review Panel ("the Panel") convened to review the responsive bidder's qualifications, experience, capability, and performance evaluations. The panel consisted of the following individuals:

- Kevin Smith, Director, Parks & Recreation Department
- John Oldenburg, Assistant Director, Parks & Recreation Department
- Millie McFadden, Parks Superintendent, Parks & Recreation Department

After the Panel's review, and based on the analysis of the six (6) responsive bids for the Grounds Maintenance contract, it was determined to be in the best interest of the City to recommend the lowest bidders as primary vendors, and the second lowest bidders as secondary vendors as follows:

Sites	Locations	Lowest Bidder	Cost Per Year	Second Lowest Bidder	Cost Per Year
1	Julia Tuttle Causeway	Superior Landscaping	\$128,100.00	Vila & Son Landscape	\$144,090.00
2	Mac Arthur Causeway	Superior Landscaping	\$52,200.00	Everglades Environ. Care	\$74,996.50
3	Fifth Street	Vila & Son Landscape	\$21,780.00	SFM Services	\$28,917.90
4	Collins Ave Medians (From 40th to 60th St.)	Vila & Son Landscape	\$25,980.00	Superior Landscaping	\$32,700.00
5	Palm Island	Vila & Son Landscape	\$22,290.00	SFM Services	\$25,350.00
6	Hibiscus Island	Vila & Son Landscape	\$3,900.00	Superior Landscaping	\$4,140.00
7	Star Island	SFM Services	\$24,879.00	Vila & Son Landscape	\$24,900.00
8	Marseille Drive	Vila & Son Landscape	\$6,750.00	Valley Crest Landscape	\$9,738.14
9	Pine Tree/La Gorce Medians	Vila & Son Landscape	\$3,240.00	Everglades Environ. Care	\$3,600.00
10	Terminal Island Pump Station	SFM Services	\$1,134.96	Vila & Son Landscape	\$1,320.00
11	North Gateway/Welcome Sign Landscaping 87th Terrace & Harding Ave	Superior Landscaping	\$900.00	Country Bills	\$1,159.50
12	Jackie Gleason/Fillmore	Vila & Son Landscape	\$6,800.00	Valley Crest Landscape	\$9,028.96
13	Alton Rd. Medians	Everglades Environ. Care	\$29,999.75	Vila & Son Landscape	\$60,000.00
14	Bay Rd. 14th to 16th Street	Superior Landscaping	\$900.00	SFM Services	\$1,656.00
		Totals	\$328,853.71		\$421,597.00

The Bid total for the Grounds Maintenance contract is \$328,853.71 which includes thirty (30) full service visits annually for all locations, except for Jackie Gleason/Fillmore requiring thirty-four (34) full service visits annually, and Pine Tree/La Gorce and Terminal Island Pump, which both require twelve (12) visits annually. The Contractors may be authorized by the City to perform additional work, including, but not limited to, mowing, trimming, weeding, edging, litter pickup, repairs and replacements ("grounds maintenance service type work under normal circumstances") when the need for such work arises. Additional work figures were included for vendors to quote in this ITB and are thus readily available in case additional work is needed.

After the Panel's review, and based on the analysis of the twelve (12) responsive bids for the Turf Mowing contract, it was determined to be in the best interest of the City to recommend the lowest bidders as primary vendors, and the second lowest bidders as secondary vendors as follows:

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Rank	Companies	GROUP A	Companies	GROUP B	Companies	GROUP C
1	Superior Landscaping	\$94,710.00	Country Bills	\$87,750.00	Elan Lawn & Landscape	\$142,464.00
2	Country Bills	\$102,700.00	Southern Landscaping	\$93,660.00	Country Bills	\$151,920.00

The Bid total for the Turf Mowing contract is \$324,924.00, which includes Group A (31 sites), Group B (44 sites) and Group C (71 sites).

COST ANALYSIS

A cost analysis was conducted to compare the current contract costs to the City for both the grounds maintenance and mowing contracts. The cost to the City under the current grounds maintenance contract totals an annual amount of \$466,392.00; the current Mowing contract totals an annual amount of \$545,866.00.

In anticipation of the possible implementation of the proposed adjustments to the current level of service (LOS) during the budget process, the frequencies of service for the full service Grounds Maintenance contract were adjusted from thirty-four (34) to thirty (30), on five (5) sites (Site 5, Palm Island, Site 6, Hibiscus Island, Site 7, Star Island, Site 13, Alton Road Medians and site 14, Bay Rd).

The LOS for the Mowing contract were adjusted from A thirty-six (36) to B thirty-four (34) on two (2) of the 146 total sites, from thirty-six (36) to thirty (30) on nine (9) of the 146 total sites, B thirty-four (34) to C thirty (30) annual services at six (6) sites; and adjust C thirty (30) to D twenty-four (24) yearly services at six (6) sites.

The proposed levels of service were presented within the bid to provide the prospective vendors with a realistic minimum level of service so they would be able to accurately estimate their cost and provide the city with the best possible bid results. The proposed LOS for citywide service as reflected in the bid, were presented and approved by the Finance & Citywide Projects Committee at their budget discussion meeting on July 07, 2009.

The table below shows the total costs with the amended LOS for this ITB, it also shows the costs with no changes in LOS, and finally the cost to the City with the current contract:

Contracts	Amended LOS for ITB 34-08-09	Current LOS based on new bid prices	Current contract LOS costs
Grounds Maintenance	\$328,853.71	\$339,782.00	\$466,392.00
Mowing	\$324,924.00	\$332,782.00	\$546,866.00
Grand Total	\$653,777.71	\$672,564.00	\$1,013,258.00
Savings from current contract	\$359,480.29	\$340,694.00	

The City will realize an estimated savings of \$340,694.00 annually on the combined cost for Grounds Maintenance and Mowing contracts at the current LOS which represents a 34% reduction in cost and totals an estimated savings of \$ 1,703,470. over the five year term of the contracts. Should the adjustments to the LOS be approved during the budget process, these savings would be \$359,480 which would equates to a 35% reduction in cost and totals an estimated savings of \$ 1,797,401,45

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1,797,401,45 over the five year term of the contracts subject to any further service adjustments.

CITY MANAGER'S REVIEW

After considering the review and recommendation of City staff, the City Manager exercised his due diligence and recommends to the Mayor and City Commission award of contract(s) to the primary and secondary vendors identified herein.

It should be noted that the City's regular process of considering the price for projects and its standard process for bidding grounds maintenance and mowing projects has resulted in a price that is reflective of the current market. At present, it appears that the market is very competitive and that the City will continue to receive bids that are lower than those received in the past year or so. The public procurement process, which is open and competitive, transparent process, has again served the City to provide a competitive price for this project, as it has in the past, with a proposed project cost which is \$359,480.29 lower than the budget.

CONCLUSION

Based on the aforementioned, the Administration recommends that the Mayor and City Commission accept the City Manager's recommendation to award contracts to the following primary vendors deemed as the lowest and best bidders: Superior Landscaping & Lawn Service Inc., Vila & Son Landscape Corp.; SFM Services, Inc.; and Everglades Environmental Care, Inc.; and secondary vendors in the event that the primary vendors are unable to perform Vila & Son Landscape Corp., Superior Landscaping & Lawn Service Inc., SFM Services, Inc., Everglades Environmental Care, Inc.; Valley Crest Landscape Maintenance, and Country Bills Lawn Maintenance, Inc.; pursuant to Invitation to Bid (ITB) No. 34-08-09 To Provide Grounds Maintenance Service for the City of Miami Beach Causeways, Islands and other locations in the estimated annual amount of \$328,853.71; and for Mowing Services to the following primary vendors deemed as the lowest and best bidders: Superior Landscaping & Lawn Service Inc., Country Bills Lawn Maintenance, Inc.; and Elan Lawn & Landscape Services, Inc.; and secondary vendors in the event that the primary vendors are unable to perform: to Country Bills Lawn Maintenance, Inc. and Southern Landscaping, Inc., in the estimated annual amount of \$324,924.00.

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