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SUBJECT: COUNTYWIDE TREE PLANTING AND MISCELLANEOUS LANDSCAPING WITH 1-YEAR MAINTENANCE / WARRANTY

BID #: RFQ-0448-22 **OPEN DATE:** 11/9/2022

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – TWO (2) YEARS FROM DATE OF AWARD WITH TWO (2) TWO (2) YEAR RENEWAL OPTIONS

AGENCY: MOWING AND LANDSCAPE MAINTENANCE DIVISION

BASIS OF AWARD: PRE-QUALIFICATION

NUMBER OF BIDS INVITED: 10 **NUMBER RECEIVED:** 4 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to pre-qualify the following firms that have met all the criteria specified in the RFQ documents:

- AllStar Irrigation Company
- C&L Landscape, Inc.
- Fernandina Mulch and Stone, LLC
- Greenway Lawn & Landscape, LLC

Period of service will be two (2) years from the date of award with two (2), two (2) year renewal options. Individual projects will be competitively bid by the approved firms and awarded by Purchase Order(s) utilizing various agency accounts. The total not-to-exceed award amount for the initial term will be $8,000,000.00.

ATTACHMENTS: Recommendation Memo, Evaluation Sheet, Scope of Services, Basis of Determining Qualified Firms

ANALYST: _____ DAVID KLAGES

RESPECTFULLY SUBMITTED: _____ DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: DAVE MCDANIEL, CHIEF, MOWING AND LANDSCAPE MAINTENANCE 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) 255-4299
www.coj.net

ONE CITY ONE JACKSONVILLE

MEMORANDUM

TO: Dustin L. Freeman, Chief
Procurement Division

THRU: Steven D. Long, Jr., P.E., Director
Department of Public Works

FROM: Dave McDaniel, Chief
Mowing and Landscape Maintenance Division

DATE: November 21, 2022

SUBJECT: **RECOMMENDATION TO PRE-QUALIFY**
RFQ-0448-22 Countywide Tree Planting and Misc. Landscaping with 1-Year Maintenance- Warranty
Open date: November 9, 2022

The Mowing and Landscape Maintenance Division has reviewed and evaluated the four (4) Statements of Qualifications submitted for the above referenced Request for Qualifications (RFQ) and has determined that all four (4) contractors, listed below, meet the requirements of RFQ-0448-22:

1. AllStar Irrigation Company
   15231 Landmark Circle S, Jacksonville, FL 32226

2. C&L Landscape, Inc
   1601 E Duval St, Jacksonville, FL 32202

3. Fernandina Mulch & Stone, LLC
   13385 N Main St, Jacksonville, FL 32218

4. Greenway Lawn & Landscape, LLC
   4930 Spring Park Road, Jacksonville, FL 32207

We, therefore, recommend pre-approval for each contractor listed above in accordance with RFQ-0448-22.

The four (4) pre-approved contractors will be added to the Pre-Qualified Bidders List and may participate in bidding opportunities for the initial two (2) year period.

Award will qualify these contractors to submit sealed bids during the period of service.

The term of the agreement will be for two (2) years from Date of Award with two (2), two (2) year renewal options.

The total estimated expenditure amount for the initial 2-year period is not-to-exceed $8,000,000.00.

Funding will be encumbered by individual releases against the appropriate purchase order agreement, dependent on funding, the appropriate account, and fiscal year.

Your assistance in concurring with this recommendation for the respective pre-qualification award would be appreciated. Please contact Jameka Smith at 255-4305 should you have any questions or require additional information concerning this recommendation.

Attachment: RFQ Evaluation Form

cc: Jameka Smith, Landscape Architect
John Ashe, Accounting Manager
David R. Klages, Purchasing Analyst
Justin Gearhart, City Arborist
Andrew Roman, Associate Urban Forester
Russell Perry, Mowing and Landscape Contract Manager
Jim Lange, Contract Administration Coordinator

RFQ EVALUATION

Title: Countywide Tree Planting and Miscellaneous Landscaping with 1-Year Maintenance / Warranty
RFP No.: ESC-0470-22
Close Date: November 9, 2022
Analyst: David Klages
No.: Invited: (10) **No. Received:** (4) **Other:** (0)
Announcer: Michelle Spitler
Recorded By: Melissa Pierce

Minimum Requirements	AllStar Irrigation Company	C&L Landscape, Inc.	Fernandina Mulch & Stone, LLC	Greenway Lawn & Landscape, LLC
	Yes or No	Yes or No	Yes or No	Yes or No
Bidding company must be actively licensed to perform the scope of services defined herein.	Y	Y	Y	Y
Bidding company must provide a copy of certification of the owner, manager, supervisor, or consultant who will be utilized for the duration of the contract showing that said person(s) is an "ISA Certified Arborist" by the International Society of Arboriculture.	Y	Y	Y	Y
The Bidder must have an office located in Duval, St. Johns, Nassau, Baker, or Clay County with a local or toll-free telephone number.	Y	Y	Y	Y
Bidder must provide the company's local or toll-free telephone number, a cell phone number, and an email address at which he/she may be contacted.	Y	Y	Y	Y
Bidder must provide proof they own, lease, or rent an interior office space and a warehouse 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. Submit the address of facility and proof that the facility is owned, leased, or rented by the Bidding company.	Y	Y	Y	Y
Bidder must submit a list of relevant equipment owned or leased. For each piece of equipment that requires registration and/or insurance with the State of Florida, provide proof of current registration and/or insurance.	Y	Y	Y	Y
Bidder shall have at least three (3) years prior experience in Landscape Contractor Services and must provide a list of at least three (3) verifiable references for which services related to this type of work have been satisfactorily provided within the last two (2) years.	Y	Y	Y	Y
Bidder must provide proof of the ability to obtain and maintain liability insurance at the limits contained in this solicitation by having his/her insurance agent complete the Insurance Agent Acknowledgement form included in this RFQ.	Y	Y	Y	Y
Signed Bid Form:	Yes	Yes	Yes	Yes
Statement of Qualifications:	Yes	Yes	Yes	Yes
Conflict of Interest Certificate:	Yes	Yes	Yes	Yes
Insurance Agent Acknowledgement Form:	Yes	Yes	Yes	Yes
Business References:	Yes	Yes	Yes	Yes
Addenda:	N/A	N/A	N/A	N/A

INVITATION TO SUBMIT STATEMENT OF QUALIFICATIONS

Notice is hereby given that the City of Jacksonville, Florida is requesting Statements of Qualifications for **Countywide Tree Planting and Miscellaneous Landscaping with 1-Year Maintenance / Warranty**. The City will receive the foregoing Statement of Qualifications in the Office of the Procurement Division, Ed Ball Building, 214 N. Hogan Street, Room 105 (1st floor), Jacksonville, Florida 32202, until 2:00 p.m. on the **9th** day of **November, 2022**. At that time, responses will be publicly opened in the Ed Ball Building, 214 N. Hogan Street, Room 110 (1st floor), Jacksonville, Florida 32202 and the names of the responding firms recorded.

PURPOSE FOR STATEMENT OF QUALIFICATIONS

The purpose of this Request for Qualifications (RFQ) is to solicit Statements of Qualifications from companies interested in providing landscape contractor services for **Countywide Tree Planting and Miscellaneous Landscaping with 1-Year Maintenance / Warranty**. The City shall determine those contractors who have met ALL criteria detailed and those companies will qualify to enter into contract with the City to provide competitive bids for tree planting services on an as-needed basis, pursuant to Chapter 126.202 of the Procurement Code. Each individual bid award will be to the lowest, responsive, responsible (pre-qualified) bidder.

SCOPE OF WORK

Work will consist of furnishing all labor, materials and equipment, and performing all operations necessary to install and maintain trees and other landscaping, in various quantities, at various public sites throughout the City of Jacksonville, Florida. The work includes excavation and preparation of tree pits; planting of trees; watering of trees; landscape maintenance for twelve (12) months after Initial Acceptance by the City until Final Acceptance; and replacement of trees not in conformance with the bid specifications during the maintenance period.

During the contract period, the City shall identify projects at various locations and shall issue a separate solicitation for each tree planting project that identifies the type, size, number of trees, and other landscaping to be installed at a particular location.

Lenny Curry, Mayor
City of Jacksonville

Dustin Freeman, Chief
Procurement Division

INSTRUCTIONS TO BIDDERS

A. MINIMUM REQUIREMENTS / QUALIFICATIONS OF BIDDERS

Submit with this RFQ the following information and a Statement of Qualifications on company letterhead signed and dated by the Owner of the Company or Corporate Officer.

- Bidding company must be actively licensed to perform the scope of services defined herein.
- Bidding company must provide a copy of certification of the owner, manager, supervisor, or consultant who will be utilized for the duration of the contract showing that said person(s) is an "ISA Certified Arborist" by the International Society of Arboriculture.
- The Bidder must have an office located in Duval, St. Johns, Nassau, Baker, or Clay County with a local or toll-free telephone number.
- Bidder must provide the company's local or toll-free telephone number, a cell phone number, and an email address at which he/she may be contacted.
- Bidder must provide proof they own, lease, or rent an interior office space and a warehouse 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. Submit the address of facility and proof that the facility is owned, leased, or rented by the Bidding company.
- Bidder must submit a list of relevant equipment owned or leased. For each piece of equipment that requires registration and/or insurance with the State of Florida, provide proof of current registration and/or insurance.

  Note: Equipment must be in good working condition throughout the life of the contract. Any delays in performance due to malfunctioning and/or routine maintenance of the Bidder's equipment shall be grounds for termination of the individually awarded solicitation and/or pre-qualification under this contract.
- Bidder shall have at least three (3) years prior experience in Landscape Contractor Services and must provide a list of at least three (3) verifiable references for which services related to this type of work have been satisfactorily provided within the last two (2) years.
- Bidder must provide proof of the ability to obtain and maintain liability insurance at the limits contained in this solicitation by having his/her insurance agent complete the Insurance Agent Acknowledgement form included in this RFQ.

B. BASIS OF AWARD

An award of pre-qualification shall be made to all bidders that have met ALL the Minimum Requirements / Qualifications listed above at the time of RFQ closing.

The pre-qualified bidders under this award will be given a chance to submit a bid for individual projects when the City of Jacksonville has a need for the services.

On projects ranging up to $65,000.00, the Procurement Division will solicit bids from only the pre-qualified bidders under this RFQ through the informal Invitation to Quote (ITQ) process and will award each project independently to the lowest responsive, responsible bidder based on the lump sum price for that project.

On projects estimated at over $65,000.00, the Procurement Division will solicit bids from only the pre-qualified bidders under this RFQ through the formal "Sealed Bid" hardcopy process and will award each project to the lowest responsive, responsible bidder based on the lump sum price for that project.

Note: Bidding via the informal ITQ process requires your firm to be registered in the City of Jacksonville's 1Cloud system. In time, formal solicitations will be changed from the "Sealed Bid" hardcopy process to the same format as the informal ITQ process. The link below will take you to the City's supplier portal where you can register in the 1Cloud system.

COJ.net - Supplier Portal

In the event the project necessitates the need for a site visit, a mandatory site visit shall be scheduled using the applicable procurement process. It is the responsibility of the contractor to be present and to sign in at the mandatory site visit, and inasmuch as he/she fails to attend, they will be prohibited from submitting a response to that specific project. **It will be at the discretion of the Mowing & Landscape Maintenance Division as to which projects necessitate a mandatory site visit.**

The City will not award pre-qualification to any bidders until all necessary inquiries regarding the responsibility of the bidder are completed, and the City is satisfied the bidder is qualified to perform all required work and has the necessary organization, capital, and equipment to perform the services under the terms of the contract to the satisfaction of the City.

The City reserves the right to re-advertise this solicitation at any time to ensure a competitive bidding pool.

C. REVISIONS OF SUBMITTALS

Request for revision of submittals must be made to the Procurement Division at least ten (10) days prior to date of RFQ closing.

D. PRE-QUALIFICATION CONTRACT PERIOD

Bidding companies meeting ALL required criteria and submitting responsive qualification packets will be added to the Pre-Qualified Bidders List and may participate in bidding opportunities for a two (2) year period following formal approval by the General Government Awards Committee (GGAC) and the Mayor's Office.

The pre-qualification contract period may be extended two (2) times for a period of two (2) years each by mutual agreement of both parties.

E. COMPLETION OF WORK

All work performed under this contract must be completed by the stated project completion date and/or timeframe of the individual project unless said time is extended by written communication from the City of Jacksonville's Mowing & Landscape Maintenance Division and/or by formal change order. **Failure to complete the work in the allotted time may result in early termination of the contract and/or non-renewal of the contract.**