SUBJECT: HAZARDOUS TREE SERVICES, TREE PRUNING, AND RIGHT-OF-WAY ENCROACHMENT CLEARING – REBID

BID #: CP-0020-22 **OPEN DATE: 2021-12-1**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: CONSTRUCTION PARTICIPATION

AGENCY: PUBLIC WORKS

BASIS OF AWARD: TOTAL BASE BID PLUS SELECTED ALTERNATE(S) IF ANY-LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED: 1** **OTHER: 0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Request approval to revise the award to Lewis Tree Service, Inc. by adding the below paragraph to *Section 31.40 METHOD OF PAYMENT* of the bid document:

D. *The Contractor must include a CARE, MyJax, or work order number with all invoices submitted to the Urban Forester for all work, including during normal work hours, emergency work, and overtime work. An invoice without a CARE, MyJax, or work order number cannot be processed for payment.*

The not-to-exceed award amount will remain unchanged at $4,282,908.40.

Funding for this award will be encumbered by individual releases against a Contract Purchase Agreement dependent on funding, the appropriate account, and fiscal year. Award to be executed by formal contract amendment through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo, Section 31.40, Previous Awards

ANALYST: _____ DAVID KLAGES

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) 255-4299
www.coj.net

ONE CITY ONE JACKSONVILLE

DATE: April 29, 2022

MEMORANDUM

TO: Gregory W. Pease, Chief
Procurement Division

THRU: John Pappas, P.E., Director

FROM: Dave McDaniel, Chief

SUBJECT: CP-0020-22 - Lewis Tree Service, Inc.
Hazardous Tree Services, Tree Pruning, and Right-Of-Way Encroachment Clearing - Rebid
Recommendation to Revise Bid Item 31.40 METHOD OF PAYMENT

The Mowing & Landscape Maintenance Division recommends revising Bid Item 31.40 METHOD OF PAYMENT as shown below by adding a new sub-item "D" as follows:

31.40 METHOD OF PAYMENT

A. On a weekly basis, submit an invoice to the Urban Forester for each work order or care issue completed and approved during the previous week. Each invoice shall include the following for each job site: the street location, if in the right-of-way; the address and Real Estate Number, if a parcel; the CARE number or MCCD case number; the description, unit price and total price of each work item completed; the completion date; and photographic or video record required for each project.

B. The Urban Forester will process payment for each invoice when all work covered by the invoice is satisfactorily completed and accepted by the Urban Forester less outstanding re-inspection fees levied for incomplete work. The City will not make a partial payment if the work covered by the invoice is partially completed.

C. The Contractor is encouraged to enroll in the City's Automated Clearing House (ACH) electronic payment program. ACH allows for the systematic direct payments to contractors/ vendors. The ACH enrollment form can be downloaded at www.coj.net under the Online Form link of the Finance Department page.

D. **The Contractor must include a CARE, MyJax, or work order number with all invoices submitted to the Urban Forester for all work, including during normal work hours, emergency work, and overtime work. An invoice without a CARE, MyJax, or work order number cannot be processed for payment.**

If approved, the revision will be documented with a formal amendment to Contract 71576-22 through the Office of General Counsel.

Should you have any questions or require additional information please contact Jejuan Mathis-Williams 904-255-4303.

cc: Steve Schlessinger, Public Works Contracts and Finance Manager
Bryan Matus, Purchasing Analyst
Dalton Smith, Urban Forester
Jejuan Mathis-Williams, Contract Administration Coordinator

Attachment: Prior Award

number or CARE issue number; the street address and/or RE number; the common name of the tree; and DBH of the tree , if a tree removal. Show each pair of "before" and "after" 5" x 7" photographs on one 8½" x 11" page.

D. Include a paper copy of the photographic record of each tree covered by each work order or CARE request when submitting an invoice for the completed work. Also, email a digital file of each photographic record to the Urban Forester.

E. For Right-of-Way Encroachment Pruning, provide a video of the entire length of the work area immediately before beginning work and immediately after work has been completed, unless this requirement is waived by the Urban Forester for a particular project. Take the before and after video from the same locations, angle, and magnification. Incorporate views of common landmarks where possible. Use a video camera which can record a time and date stamp on the video and which can record in a format, such as ".WMV" or ".MOV," playable on a "Windows 7" based computer. Burn a "cd" of the before and after videos and include it with invoice for the completed work. The Urban Forester may choose, but is not required, to approve the submittal of the video file via email from the Contractor.

31.39 RE-INSPECTION FEE

A. The City may impose a twenty-five dollar ($25.00) re-inspection fee each time the Urban Forester visits a work site to conduct a re-inspection of previously rejected work which was not in conformance with the work order and specifications.

B. The City will deduct each levied re-inspection fee from the Contractor's invoice covering the work which required a re-inspection.

31.40 METHOD OF PAYMENT

A. On a weekly basis, submit an invoice to the Urban Forester for each work order or care issue completed and approved during the previous week. Each invoice shall include the following for each job site: the street location, if in the right-of-way; the address and Real Estate Number, if a parcel; the CARE number or MCCD case number; the description, unit price and total price of each work item completed; the completion date; and photographic or video record required for each project.

B. The Urban Forester will process payment for each invoice when all work covered by the invoice is satisfactorily completed, and accepted by the Urban Forester less outstanding re-inspection fees levied for incomplete work. The City will not make a partial payment if the work covered by the invoice is partially completed.

C. The Contractor is encouraged to enroll in the City's Automated Clearing House (ACH) electronic payment program. ACH allows for the systematic direct payments to contractors/ vendors. The ACH enrollment form can be downloaded at www.coj.net under the Online Form link of the Finance Department page.

31.41 BASIS OF PAYMENT

Payment for the work performed under these Contract Documents will be made at the Contract Unit Price set forth in the Proposal. Each Unit Price shall include the furnishing of all materials, equipment, tools, labor, and supervision to complete the work as described.

SUBJECT: HAZARDOUS TREE SERVICES, TREE PRUNING, AND RIGHT-OF-WAY ENCROACHMENT CLEARING – REBID

BID #: CP-0020-22

OPEN DATE: 2021-12-1

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: CONSTRUCTION PARTICIPATION

AGENCY: PUBLIC WORKS

BASIS OF AWARD: TOTAL BASE BID PLUS SELECTED ALTERNATE(S) IF ANY-LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 7 NUMBER RECEIVED: 1 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend and increase award with Lewis Tree Service, Inc., by $3,141,454.20 for increase in spending capacity to account for year two (2) of the initial two (2) year contract period that was not included in the original award recommendation and for as needed additional services. The revised not-to-exceed amount is $4,282,908.40.

Funding for this amendment will be encumbered by individual releases against a contract purchase agreement dependent on funding, the appropriate account, and fiscal year. Award to be executed by formal contract amendment through Office of General Counsel.

ATTACHMENTS: Recommendation Memo, Previous Award(s)

ANALYST: BRYAN MATUS

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 3 MEMBERS DISAPPROVING 0 DATE 5/5/2022

OTHER:

ACTION OF AWARDING AUTHORITY DATE 5/6/2022

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No. 2019-02

SUBJECT: HAZARDOUS TREE SERVICES, TREE PRUNING, AND RIGHT-OF-WAY ENCROACHMENT CLEARING – REBID

BID #: CP-0020-22

OPEN DATE: 2021-12-1

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: CONSTRUCTION PARTICIPATION

AGENCY: PUBLIC WORKS

BASIS OF AWARD: TOTAL BASE BID PLUS SELECTED ALTERNATE(S) IF ANY-LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 7 NUMBER RECEIVED: 1 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to Lewis Tree Service, Inc., as the lowest responsive, responsible bidder in the total base bid amount of $1,141,454.20. Period of Service will be two (2) years beginning on the date of the Blanket Order with two (2) two (2) year renewal options.

Funding for this award will be encumbered by individual releases against a contract purchase agreement dependent on funding, the appropriate account, and fiscal year. Award to be executed by formal contract through Office of General Counsel.

ATTACHMENTS: Recommendation Memo, Bid Tabulation, Basis of Award, Scope of Work, JSEB Documentation

ANALYST: _____ BRYAN MATUS

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 3 MEMBERS DISAPPROVING 0 DATE 1/13/2022

Teresa R Eichan _____ OTHER _____

Mildred Reed _____

Jo R. McCoy _____

ACTION OF AWARDING AUTHORITY DATE 1-18-22

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Brian Hughes
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2019-02