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

BID #: CP-0126-21

OPEN DATE: 2021-07-21

GENERAL GOVERNMENT AWARDS COMMITTEE

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

AGENCY: PUBLIC WORKS

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED: 1** **OTHER: 0**

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject Lewis Tree Service, Inc, the one (1) and only bid received, for not meeting the Jacksonville Small and Emerging Business (JSEB) 20% participation goal identified within the bid documents. Procurement will re-advertised a revised scope at a later date.

ATTACHMENTS: Recommendation Memo, Bid Tabulation Sheet, Bid Rejection/Email confirmation, JSEB Letter, Basis of Award, Scope of Work

ANALYST: _____
BRYAN MATUS

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Dave McDaniel, Chief of Mowing & Landscape Maintenance, Public Works

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(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 and Landscape Maintenance Division
609 St. Johns Bluff Road N.
Jacksonville, FL 32225
(904) 255-4299
www.coj.net

ONE CITY. ONE JACKSONVILLE

September 1, 2021

MEMORANDUM

TO: Gregory Pease, Director
Procurement Department

THRU: John Pappas, Director
Public Works Department

FROM: Dave McDaniel, Chief
Mowing & Landscape Maintenance Division

SUBJECT: Recommendation to Reject all Bids
Hazardous Tree Services, Tree Pruning, And Right-of – Way Encroachment Clearing
Bid No. CP-0126-21

Please be advised that Mowing & Landscape Maintenance Division of the Department of Public Works has reviewed the one bid it received on the above referenced bid solicitation. After consultation with Procurement, the one bidder failed to submit the good faith effort form for the JSEB participation requirement in the solicitation. Therefor it is recommended all bids be rejected.

If you require any additional information, you may contact Dave McDaniel.

cc: Russell Perry, Mowing & Landscape Division
Dustin Freeman, Procurement Division
Marilyn Laidler, Procurement Division

TITLE: HAZARDOUS TREE SERVICES, PRUNING AND RIGHT-OF-WAY ENCROACHMENT CLEARING

BID NO: CP-0126-21 (MOWING AND LANDSCAPE)

OPEN DATE: JULY 21, 2021 @ 2:00 PM

ANALYST: MARILYN LAIDLER

NO. INVITED: (4) No. Received: (1) No Bids: (0)

RECORDED BY: MELISSA PIERCE

ANNOUNCER: John Hernandez

ITEM #	DESCRIPTION	Quantity	UOM	LEWIS TREE SERVICES			
1	TOTAL BASE BID			$ 1,063,615.32			
	BID BOND/SECURITY			✓			
	Conflict of Interest:			✓			
	Addendums (1, 2):			1,2			

PROCUREMENT DIVISION

NOTIFICATION OF RECOMMENDED BID REJECTION

Date: September 09, 2021

Via Email: Richard.Evansjr@lewistree.com

Bidder's Name: Lewis Tree Service, Inc

Address: 300 Lucius Gordon Drive, West Henrietta, NY 14586

Contact Name: Thomas Meyer

Bid No: CP-0126-21

Title: HAZARDOUS TREE SERVICES, TREE PRUNING, AND RIGHT-OF-WAY ENCROACHMENT CLEARING

Date Opened: July 21, 2021

REASON FOR RECOMMENDED BID REJECTION: For being non-responsive; specifically, for not meeting the Jacksonville Small and Emerging Business (JSEB) participation goal of 20% identified within the bid documents.

If you wish to protest the recommended rejection of this bid, please respond in accordance with the City of Jacksonville's bid protest procedures and email a copy to the City Purchasing Analyst associated with the protested bid.

NOTE: This intended action is only a recommendation to the appropriate Awarding Authority. The authority recommending award for this bid is the General Government Awards Committee scheduled for Thursday, September 16, 2021 at 1:00 p.m.

Purchasing Analyst's Signature: _____

Bryan Matus, Purchasing Analyst

214 N. Hogan St., Suite 800 | Jacksonville, FL 32202 | Phone: 904.255-8815 | Fax: 904.255-8837

Matus, Bryan

From: Matus, Bryan
Sent: Thursday, September 9, 2021 2:58 PM
To: richard.evansjr@lewistree.com
Cc: Freeman, Dustin; Pease, Gregory; Laidler, Marilyn
Subject: CP-0126-21 Hazardous Tree Services, Tree Pruning, and Right-of-Way Encroachment Clearing - Bid Rejection Notice
Attachments: CP-0126-21 Bid Rejection Letter for Lewis Tree Services.pdf

Hello,

Please find the attached bid rejection notice. This email will serve as notification of receipt.

Thanks

Bryan Matus
Purchasing Analyst
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: 904.255.8815
Email: bmatus@coj.net

CITY OF JACKSONVILLE

*** Florida has a very broad public records law. As a result, any written communication created or received by City of Jacksonville officials and employees will be made available to the public and media, upon request, unless otherwise exempt. Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone. ***

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

August 31, 2021

To: Gregory A. Pease, Chief
Procurement Division

From: Aileen Cruz, Business Analyst AC
Equal Business Opportunity Office / Jacksonville Small & Emerging Business Program

Re: **CP-0126-21 - Hazardous Tree Services, Pruning and Right-Of-Way Encroachment Clearing**

The Jacksonville Small & Emerging Business (JSEB) Office has reviewed the lowest bidder/proposer for compliance with the Jacksonville Small and Emerging Business (JSEB) program. Based upon the review, and the areas of certification, the lowest bidder/proposer is **Lewis Tree Services**, with a total bid of **$1,063,615.32** and the 20% JSEB goal. Based upon review of the JSEB schedule of work, the letters of intent, and the areas of certification, the lowest bidders/proposers, **did NOT** meet the 20% goal.

Our review efforts are documented and available upon request. Please let us know if you have any questions or concerns. I can be reached at (904) 255-8828.

cc: Marilyn Laidler
Dinah Coleman Mason

B. BASIS OF AWARD

The project may be awarded to the lowest responsive, responsible Bidder contingent on the availability of funds within the project's approved budget. The corrected extended prices of the Base Bid, and selected Alternates, if any, will be used to determine the lowest qualified Bid. If selected by the City, Alternate bid items will be awarded in the order of priority listed (i.e., 1, 2, 3), unless otherwise noted. Proposals in which the prices obviously are unbalanced will be rejected. The CITY has the right to reject any or all bids.

C. REVISIONS OF BID PROPOSAL FORM

Request for revision of the Bid Proposal Form must be made to the ENGINEER at least ten (10) days prior to date of opening of Bids. Revision of the Bid Proposal by the Bidder will void the Bid.

D. CONTRACT EXPIRATION DATE

The Contract expiration date shall be established as follows:

The Contract shall be for two (2) years beginning on the date of the "Blanket Order" issued by the City. The contract may be extended two (2) times for a two (2) year period by mutual agreement of both parties, provided funds are available.

E. BID CHANGES

No changes in the amount of Bids appearing on the outside of Bids will be considered. Only the amounts shown on bid documents inside the envelope will be considered. All changes, corrections and erasures must be initialed by the person signing the bid.

F. COMPLETION OF WORK

The CONTRACTOR shall begin work covered by these specifications within twenty (20) calendar days, including Sundays and holidays, from the date of the City's Blanket Order. The Contact will be for one (1) year from the date of the Blanket Order. All work orders issued under the Blanket Order must be completed by the expiration date established for the Blanket Order unless the Blanket Order is extended by the City.

G. SUBMITTAL STATEMENT

The undersigned Bidder certifies that this Bid is made without any previous understanding, agreement, or connection with any person, firm, or corporation bidding on this work; and that the Bid is made in good faith, without outside control, collusion, fraud, or otherwise illegal action.

The undersigned Bidder has examined and read (cover to cover) all Drawings, Specifications, General and Special Conditions, and other Contract Documents, and all Addenda thereto; and is acquainted with and fully understands the extent and character of the work covered by this Proposal and the specified requirements, for the proposed work.

The undersigned Bidder certifies that no officer or agent of the CITY will directly or indirectly benefit from this bid.

The undersigned Bidder states that this Proposal is made in conformity with the Contract Documents, and agrees that in case of any discrepancy or differences between its Proposal and the Contract Documents, the provisions of the latter shall prevail.

City of Jacksonville, Florida

HAZARDOUS TREE SERVICES, TREE PRUNING AND RIGHT-OF-WAY ENCROACHMENT CLEARING

SECTION 30
SCOPE OF WORK

30.1 SCOPE

A. The work covered by these Contract Documents consists of furnishing all labor, materials, and equipment and performing operations necessary for the various types of tree removal, tree pruning and site clearing services on City rights-of-way and City owned parcels as well as on privately owned properties which have been cited by the City Municipal Code Compliance Division for violations of the Jacksonville Property Safety and Maintenance Code.

B. The work includes tree removal, tree pruning, stump grinding, brush and tall grass removal, and the disposal of debris generated by these operations. Also included is emergency tree work which may be required at any hour of the day or night to protect the public and to facilitate the restoration of essential public services. There may also be FEMA response work required, including the removal of "leaners" and "hangers," if a catastrophic event or natural emergency occurs during the contract period.

C. It is estimated that for each year of the contract, approximately 500 trees may require removal, and tree pruning may require between 100 and 950 crew hours. These numbers are considered estimates; the actual work required during the contract year may be more or less than these figures.

30.2 JOB SITE LOCATION: The Urban Forester will select the job sites for tree work by separate work orders which will be at various locations within Duval County.

30.3 INTENT OF PROJECT: It is the intent of these Contract Documents to provide the City with tree removal, tree pruning and other related services on City rights-of-way and other property. It is not the intent of these Contract Documents to minutely define the mode and fabric of the specified services but rather to set fourth rational and reasonable criteria for accomplishing the work.