SUBJECT: PRE-QUALIFICATION FOR HEAVY DEBRIS REMOVAL AND LAWN MAINT. - JSEB SET-ASIDE

BID #: JCS-0009-20 **OPEN DATE:** 2019-07-31

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: JSEB SET-ASIDE- SERVICE CONTRACT

AGENCY: MUNICIPAL CODE

BASIS OF AWARD: PREQUALIFICATION- OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2020, WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

NUMBER OF BIDS INVITED: (24) **NUMBER RECEIVED:** (10) **OTHER** (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to pre-qualify the following ten (10) firms that have successfully met all the requirements in accordance with the bid specifications: A Real Unique Enterprise, LLC; Amazing Property Preservation, Inc; Do It Right Handyman Services, LLC; Environmental Remediation Services, Corp (ERS Corp); McNeal's Enterprise; M.Y. Contractors, Inc; Total Lawn Solutions, LLC; A Sanctuary House of North Florida, Inc; Arwood Site Services, and; J & D Maintenance and Services of North Florida, LLC. Period of Service will be from October 1, 2019 through September 30, 2020, with three (3) one (1) year renewal options. Each project is to be solicited from the prequalified vendors and executed by individual purchase orders.

This award is to be funded by account: ERCC011CP-03410 to be processed by individual Purchase Order(s).

Attachments: Recommendation Memo, Bid Tabulation Sheet, JSEB Letter, Terms and Conditions, Specifications

ANALYST: Marilyn Laidler
MARILYN LAIDLER

RESPECTFULLY SUBMITTED _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Michael Chao, Chief, Municipal Code Compliance Division

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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

City Hall at St. James
117 W. Duval St.
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

ONE CITY. ONE JACKSONVILLE.

August 7, 2019

M E M O R A N D U M

TO: Gregory Pease, Division Chief
Procurement Division

08/07/19 13:44:00
Procurement Division

FROM: Michael Chao, Division Chief
Municipal Code Compliance Division

RE: Contract Renewal Request for Bid # JCF-0009-20

The Municipal Code Compliance Division recommends approval of the following vendors for contract ~~renewal~~ for the ~~2019~~ 2020 fiscal year under Bid # JCF-0009-20 for Heavy Debris Removal Services:

A Real Unique Enterprise, LLC
Amazing Property Preservation, Inc.
Do It Right Handyman Services, LLC
Environmental Remediation Services Corp.
McNeal's Enterprise
M.Y. Contractors, Inc.
Total Lawn Solutions, LLC
A Sanctuary House of North Florida, Inc.
Arwood Site Services
J & D Maintenance and Services of North Florida, LLC

Funding Source: ERCC01L2CP-03410

MC/kd

BID TABULATION SHEET

TITLE:	PRE-QUAILIFICATION FOR HEAVY DEBRIS REMOVAL AND LAWN MAINTENANCE SERVICES		AMAZING PROPERTY PRESERVATION INC	ERS CORP	DO IT RIGHT HANDYMAN SERVICES, INC	M.Y. CONTRACTORS	A REAL UNIQUE ENTERPRISES LLC
BID NO.	JSC-0009-20 (MUNICIPAL CODE)						
OPEN DATE:	JULY 31, 2019 @ 2:00 PM						
BUYER:	MARILYN LAIDLER, PURCHASING ANALYST						
No. Invited: ( )	No. Received ( ) No Bids: ( )						
ITEM	DESCRIPTION	QTY					
A	VENDOR SHALL PROVIDE PROOF OF APPLICABLE BUSINESS LICENSE		YES	YES	NOT INCLUDED	YES	YES
B	MAINTAIN A LOCAL BRANCH OFFICE WITH DUVAL COUNTY (REGARDLESS OF LOCATION OF HEADQUARTERS/MAIN OFFICE)		YES	YES	YES	YES	YES
C	BIDDER MUST HAVE THREE (3) YEARS PRIOR EXPERIENCE IN DEBRIS REMOVAL & LAWN MAINTENANCE AND PERFORMING RELATED WORK		YES	YES	YES	YES	YES
D	BE ABLE TO PROVIDE A LIST OF AT LEAST THREE (3) MAJOR CUSTOMERS FOR WHICH SERVICES RELATED TO THIS TYPE OF WORK HAVE BEEN PROVIDED WITHIN THE LAST 2 YEARS		YES	YES	YES	YES	YES
E	TIRE HAULING LICENSE REQURIED		YES	YES	NOT INCLUDED	YES	NOT INCLUDED
	CONFLICT OF INTEREST:		YES	YES	YES	YES	YES
	INSURANCE AFFADIVIT:		YES	YES	YES	YES	YES
	ADDENDUM(S) (1,2)		YES	YES	YES	YES	YES

BID TABULATION SHEET

TITLE:	PRE-QUAILIFICATION FOR HEAVY DEBRIS REMOVAL AND LAWN MAINTENANCE SERVICES		MCNEAL'S ENTERPRISES	ARWOOD SITE SERVICES	A SANCTUARY HOUSE OF N. FL INC	TOTAL LAWN SOLUTIONS LLC	J AND D MAINTENANCE AND SERVICES OF NORTH FLORIDA LLC
BID NO.	JSC-0009-20 (MUNICIPAL CODE)						
OPEN DATE:	JULY 31, 2019 @ 2:00 PM						
ITEM	DESCRIPTION	QTY					
A	VENDOR SHALL PROVIDE PROOF OF APPLICABLE BUSINESS LICENSE		YES	NOT INCLUDED	YES	YES	
B	MAINTAIN A LOCAL BRANCH OFFICE WITH DUVAL COUNTY (REGARDLESS OF LOCATION OF HEADQUARTERS/MAIN OFFICE)		YES	YES	YES	YES	YES
C	BIDDER MUST HAVE THREE (3) YEARS PRIOR EXPERIENCE IN DEBRIS REMOVAL & LAWN MAINTENANCE AND PERFORMING RELATED WORK		YES	YES	YES	YES	YES
D	BE ABLE TO PROVIDE A LIST OF AT LEAST THREE (3) MAJOR CUSTOMERS FOR WHICH SERVICES RELATED TO THIS TYPE OF WORK HAVE BEEN PROVIDED WITHIN THE LAST 2 YEARS		YES	YES	YES	YES	YES
E	TIRE HAULING LICENSE REQURIED		YES	NOT INCLUDED	YES	YES	YES
	CONFLICT OF INTEREST:		YES	YES	YES	YES	YES
	INSURANCE AFFADIVIT:		YES	YES	YES	YES	YES
	ADDENDUM(S) (1,2)		YES	NOT ACKNOWLEDGED	YES	YES	YES

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

MEMORANDUM

August 7, 2019

To: Gregory A. Pease, Chief
Procurement Division

From: Aileen Cruz, Business Analyst
Jacksonville Small & Emerging Business Office (JSEB) & Contract Compliance Office

Re: **JCF-0009-20 Pre-Qualification for Heavy Debris Removal and Lawn Maintenance Services**

The Jacksonville Small & Emerging Business (JSEB) Office has reviewed the bids that were received for "JCF-0009-20 Pre-Qualification for Heavy Debris Removal and Lawn Maintenance Services," for JSEB compliance and found the following:

Meets the JSEB Requirements for this project:

Amazing Property Preservation, Inc
ERS Corp
Do It Right Handyman Services, Inc
M.Y. Contractors
A Real Unique Enterprise, LLC
McNeal's Enterprises
Arwood Site Services
A Sanctuary House of N. Fl. Inc
Total Lawn Solutions, LLC
J & D Maintenance and Services of North Florida, LLC

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
Rose Nettles

214 N. Hogan Street, Suite 800 | Jacksonville, FL 32202 | Phone: 904.255.8840 | Fax: 904.255.8842 | www.jseb.coj.net

TERMS AND CONDITIONS
PRE-QUALIFICATION FOR HEAVY DEBRIS REMOVAL AND LAWN MAINTENANCE SERVICES

1. **SCOPE**

The City of Jacksonville's **Municipal Code Compliance Division** is currently accepting bids to obtain a source of supply for the item(s) / service(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these item(s) / service(s) and to obtain pricing commitments for **Pre-qualification for Heavy Debris Removal and Lawn Maintenance Services** as listed in the bid documents.

2. **AWARD**

The award will be to all contractors who have met the requirements for any and/or all categories in accordance with the specifications contained herein. An award under this section will place the contractor on a pre-qualified list to respond to future solicitations under the scope of work as outlined in the specifications. You must be certified in at least one (1) of the areas as listed below at the time of bid opening to be considered for award.

#909-76 – Building Construction/Site Work (Incl. Site Clean-Up)

#910-27 – Building Maintenance/Garbage/Trash Removal, Disposal and/or Treatment

#962-39 – Miscellaneous Services/Hauling Services

#968-50 – Public Works and Related Services/Leaf, Bush, Tree Limb Collection

#988 – Roadside, Grounds, Recreational Park Area Services: 08 – Cleaning of Roadside Park; 36 – Grounds Maintenance: Mowing, Edging, Plant (Not Tree) Trimming, etc.; 56 - Litter Removal Services

If Contractors are disposing of tires they must be DEP certified and obtain a tire hauling license for the City of Jacksonville.

3. **TERM OF AGREEMENT**

The term of this agreement will be **from October 1, 2019** through **September 30, 2020** with **three (3) one (1) year** renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and condition set forth in the bid documents.

4. **MINIMUM REQUIREMENTS**

Bidders should submit or comply with the following requirements; failure to submit any of these requirements may be grounds for rejection:

a. Vendor shall provide proof of applicable local business license.

b. Maintain a local branch office within Duval County (regardless of location of headquarter/main office).

c. Bidder must have at least three (3) years prior experience in debris removal & lawn maintenance and performing related work.

SPECIFICATIONS

PRE-QUALIFICATION FOR HEAVY DEBRIS REMOVAL AND LAWN MAINT. SERVICES

1.0 GENERAL

Notice is hereby given that the City of Jacksonville, Florida, will receive sealed bids and qualification documents from contractors to perform Heavy Debris Removal and Lawn Maintenance Services at various locations throughout the Duval County area. These services will range from mowing and cleaning of properties to removal and proper disposal of varying volumes of Garbage/Trash/Rubbish/Debris.

The city will pre-qualify contractors based on their technical ability to perform work under the scope of services for any or all categories as listed herein.

The pre-qualified Contractor list under this award shall be utilized for each occurrence when the city has a need for services in any category listed herein in which the cost for that service is estimated to be less than $65,000.00. On projects ranging from $0.00 to $65,000.00 the Procurement Division will solicit through the informal quote process from only the pre-qualified contractors listed under this award and will award each location independently to the lowest responsive, responsible bidder based on the lump sum price for that location. On project estimated at $65,000.01 and up the Procurement Division will solicit through the Formal Seal Bid process from only the pre-qualified contractors listed under this award and will award the project to the lowest responsive, responsible bidder based on the lump sum price. In the event the project necessitates the need for a site visit, a mandatory site visit shall be scheduled through the Procurement Division using the applicable procurement process as listed above. It is the responsibility of the contractor to be present at the mandatory site visit and inasmuch as they fail to appear they will be prohibited from submitting a response for that specific project. It will be at the discretion of the Municipal Code Compliance Division as to which projects necessitate a site visit.

2.0 DEFINITION OF TERMS

Wherever, in these specifications, the following terms or pronouns substituting the following terms are used, their intent and meaning shall be interpreted as follows:

OWNER: City of Jacksonville, Florida
Neighborhoods Department,
Municipal Code Compliance Division, 214 N. Hogan St., 7th Floor
Jacksonville, Florida 32202

CITY: City of Jacksonville, Florida (Consolidated Government)

CONTRACTOR: Any individual, firm, or corporation entering into an agreement to perform the work specified herein.

BIDDER: Any individual, firm, or corporation submitting a bid.

CONTRACT: The articles of agreement, between the Owner and the Contractor covering specified work.

BID: The approved forms, which the Bidder submits.

SPECIFICATIONS: The complete set of instructions, outlining the terms of specified work, and any addendum amending or adding to the specifications.

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  QWS3270X   8/12/2019  3:43 PM
FAML6350 V5.1              **    NW COJ FAMIS PRODUCTION      **     08/12/2019
LINK TO:                       ACCOUNT SUMMARY INQUIRY                   3:43 PM

FISCAL MO/YEAR  : 11 2019                                CURRENCY CODE :
INDEX CODE      : ERCC011CP     CODE COMPLIANCE
SUBOBJECT       : 03410         CONTRACTUAL SERVICES
PROJECT         :
PROJECT DETAIL  :
GRANT           :
GRANT DETAIL    :
USER CODE       :
-------------------------------------------------------------------------------
S                                 AUG  2019    ANNUAL BALANCE ALL YEARS BALANCE
  ESTIMATED REVENUES                   .00               .00               .00
  REVENUES                             .00               .00               .00
    UNREALIZED REVENUES                .00               .00               .00
  BUDGET                               .00        409,198.00        409,198.00
  EXPENDITURES                    1,215.00         80,572.98         80,572.98
  ENCUMBRANCES                   11,785.00        241,624.68        241,624.68
  PRE-ENCUMBRANCES                     .00               .00               .00
    REMAINING BALANCE            -13,000.00         87,000.34         87,000.34
F1-HELP      F2-SELECT                 F4-PRIOR     F5-NEXT
                        F9-LINK      F10-PRIOR-MO F11-NEXT-MO
G005 - PRIOR RECORD DISPLAYED
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