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

BID #: CP-0004-15 **OPEN DATE:** 2014-09-03

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: CONSTRUCTION PARTICIPATION- ONE YEAR BEGINNING OF THE DATE OF BLANKET ORDER WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: ROW & GROUNDS

BASIS OF AWARD: LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: (4) **NUMBER RECEIVED:** (1) **OTHER** (1)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject bid was approved on 09/09/14 to Lewis Tree Service, Inc., (contract #10053), in the amount of $752,718.40; Increased on 12/04/14 in the amount of $700,000.00; Increased on 04/03/15 in the amount of $200,000.00; Increased on 07/07/15 in the amount of $359,777.06; Increased on 08/13/15 in the amount of $200,000.00; First Renewal option utilized on 08/20/15 in the amount of $2,500,000.00; Second Renewal option utilized on 7/14/16 in the amount of $2,500,000.00.

Recommend approval of award to extend contract with Lewis Tree Service, Inc., for one (1) month from October 1, 2017 through October 31, 2017, to ensure tree services will continue until new bid is award. Total award amount shall remain at $7,212,495.46.

Attachments: Recommendation Memo, Vendor Letter, Previous Award(s)

ANALYST: _____ MARILYN LAIDLER **RESPECTFULLY SUBMITTED** _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Dave McDaniel, Chief, Mowing and Landscape Maintenance 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

Department of Public Works
Mowing & Landscape Maintenance Division
609 St. Johns Bluff Road North
Jacksonville, FL 32225
(904) 472-2910
www.coj.net

ONE CITY. ONE JACKSONVILLE.

TO: Greg Pease, Division Chief
Procurement Division

THRU: John Pappas, Director
Public Works Department

FROM: Dave McDaniel, Chief
Mowing and Landscape Maintenance Division

DATE: September 14, 2017

SUBJECT: **Request for Contract Extension – Hazardous Tree Services, Tree Pruning and Right-of-Way Encroachment Clearing Contract**

Bid Number:	CP-0004-15
Contract No.	10053
Master Blanket:	500577
Contractor:	Lewis Tree Service, Inc.

The Mowing and Landscape Maintenance Division requests a one (1) month extension to the existing contract (10053) with Lewis Tree Service from October 1, 2017 to October 31, 2017. The existing contract with Lewis Tree Service will end on September 30, 2017 without the contract extension.

Because Lewis Tree Services has recently decided not to exercise the final one (1) year renewal option under the contract, the Division is in the process of obtaining bids for a new contract. The Procurement Division has advertised the new solicitation for continued tree services under Bid No. CP-0238-17.

As a result of last minute changes needed to define emergency services and to give bidders additional time to compensate for the impact of Hurricane Irma, the bid opening date is now scheduled for September 20, 2017. To insure that the tree services will continue until a new bid is awarded and a contract executed; Lewis Tree Services has agreed to a one (1) month extension of the existing contract until October 31, 2017.

Please find the attached letter dated September 13, 2017 from Lewis Tree Services, Inc. stating their desire to extend the contract.

No request for additional funding will be made at this time and the not-to-exceed award amount of $7,212,495.46 will remain unchanged.

Should you have any questions or require additional information concerning this request, please contact Richard Leon at 255-4324.

Cc: Marilyn Laidler, Purchasing Analyst, Procurement Division
Richard Leon, Urban Forestry Manager
John Tyson, Contract Administration Coordinator

Attachment: Extension Letter – Lewis Tree Services, Inc.

ab

September 13, 2017

Mr. John Tyson
Contract Administration Coordinator
City of Jacksonville –
Mowing & Landscape Maintenance Division
609 St. Johns Bluff Road, North
Jacksonville, Florida 32225

VIA EMAIL

Dear John:

The purpose of this letter is to amend the terms of the existing agreement between The City of Jacksonville (the "City") and Lewis Tree Service, Inc. ("Lewis Tree"), for hazardous tree management services, tree pruning, and right-of-way encroachment clearing (the "Agreement"), to take effect as of September 8, 2017 (the "Effective Date"). Please indicate the City's acceptance and agreement with the following amended terms by signing in the area provided below and returning a scanned, signed copy of this letter to Gordon Spaugh at Gordon.spaugh@lewistree.com.

The Agreement is hereby amended as of the Effective Date insofar as to give effect to the following provisions:

1. The term of the Agreement is extended until October 31, 2017 (the period from October 1, 2017 through October 31, 2017, being the "Extension Period").

2. During the Extension Period, the pricing applicable to Lewis Tree's services and equipment for crews that are on-system as of the Effective Date shall remain in effect.

3. During the Extension Period, the pricing applicable to Lewis Tree's services and equipment for any crews that are off-system as of the Effective Date shall be mutually negotiated and agreed upon between Lewis Tree and the City, on an event-by-event basis, prior to any requirement for Lewis Tree to provide such off-system crews.

All other terms and conditions of the Agreement, not specifically addressed above, shall remain unchanged.

Again, thank you for the opportunity to continue working together. Please sign below to indicate your acceptance and agreement with the foregoing on behalf of the City of Jacksonville.

Sincerely,
LEWIS TREE SERVICE, INC.

Bernard J. Kelly

Bernard J. Kelly
Vice President and Assistant Secretary

Agreed and accepted on behalf of the City of Jacksonville by its undersigned authorized representative, as of this _____ day of September, 2017, subject only to appropriation by the City of Jacksonville in the fiscal year beginning October 1, 2017, and ending September 30, 2018:

_____

Printed Name: _____

Title: _____

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

BID# CP-0004-15 OPEN DATE: **2014-09-03**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

CONSTRUCTION PARTICIPATION- ONE YEAR BEGINNING OF THE DATE OF BLANKET ORDER WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: **ROW & GROUNDS**

BASIS OF AWARD: **LOWEST RESPONSIVE, RESPONSIBLE BIDDER**

NUMBER OF BIDS INVITED 4 NUMBER RECEIVED 1 OTHER 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Subject bid was awarded on 09/09/14 to Lewis Tree Service, Inc. (contract #10053), in the amount of $752,718.40; Increased on 12/04/14 in the amount of $700,000.00; Increased on 04/03/15 in the amount of $200,000.00; Increased on 07/07/15 in the amount of $359,777.06; Increased on 08/13/15 in the amount of $200,000.00; First Renewal Option utilized on 08/20/15 in the amount of $2,500,000.00.

Recommend approval to utilize the Second Renewal Option to Lewis Tree Service, Inc., in the amount of $2,500,000.00 for the period of service from 10/01/16 through 09/30/17, with one (1) one (1) year renewal remaining. Total award amount not-to-exceed $7,212,495.46. Funding for this award to be encumbered by account(s): PWML011TR-03410, PWML15F-04904, PWML461TR-03410, and PWML1L2PPTR-03410 to be executed by contract amendment #6 through Office of General Counsel and processed via individual Purchase Order(s).
This award is subject to appropriation by the City in the fiscal year beginning October 1, 2016. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event the funds are appropriated.
Attachments: Recommendation Memo, Vendor Letter, Previous Award(s)

BUYER: Marilyn Laidler RESPECTFULLY SUBMITTED:
MARILYN LAIDLER
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 Ø DATE: 7-14-16

Teresa R. Eichner OTHER:

James R. McCarty

ACTION OF AWARDING AUTHORITY DATE: 7/14/16

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Acting Authority of:
Executive Order No. 2015-05

FORM GB-108, Revised 12/2007

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

BID# CP-0004-15 OPEN DATE: **2014-09-03**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

CONSTRUCTION PARTICIPATION- ONE YEAR BEGINNING OF THE DATE OF BLANKET ORDER WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: **ROW & GROUNDS**

BASIS OF AWARD: **LOWEST RESPONSIVE, RESPONSIBLE BIDDER**

NUMBER OF BIDS INVITED 4 NUMBER RECEIVED 1 OTHER 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Subject bid was awarded on 09/09/14 to Lewis Tree Service, Inc. (contract #10053), in the amount of $752,718.40; Increased on 12/04/14 in the amount of $700,000.00; Increased on 04/03/15 in the amount of $200,000.00; Increased on 07/07/15 in the amount of $359,777.06; Increased on 08/13/15 in the amount of $200,000.00.

Recommend approval to utilize the First Renewal Option to Lewis Tree Service, Inc., in the amount of $2,500,000.00 for the period of service from 10/1/15 through 09/30/16, with two (2) one (1) year renewal options remaining. Total Award amount not-to-exceed $4,712,495.46. Funding for this award to be encumbered by account(s): PWML011TR-03410; PWML15F-04904; PWML461TR-03410, and PWML011PPTR-03410 to be executed by contract amendment #5 through Office of General Counsel and processed via individual Purchase Order(s).
This award is subject to appropriation by the City in the fiscal year beginning October 1, 2015. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event the funds are appropriated.

Attachments: Recommendation Memo, Vendor Letter, Previous Award(s)

BUYER: Marilyn Laidler
MARILYN LAIDLER

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 _____ DATE: 08/20/15

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE: 8/20/15

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

FORM GB-108, Revised 12/2007

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

BID# CP-0004-15 OPEN DATE: **2014-09-03**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

CONSTRUCTION PARTICIPATION- ONE YEAR BEGINNING OF THE DATE OF BLANKET ORDER WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: **ROW & GROUNDS**

BASIS OF AWARD: **LOWEST RESPONSIVE, RESPONSIBLE BIDDER**

NUMBER OF BIDS INVITED 4 NUMBER RECEIVED 1 OTHER 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Subject bid was awarded on 09/09/14 to Lewis Tree Service, Inc. (contract #10053), in the amount of $752,718.40; Increased on 12/04/14 in the amount of $700,000.00; Increased on 04/03/15 in the amount of $200,000.00; Increased on 7/07/15 increased in the amount of $359,777.06.

Recommend approval to increase award by $200,000.00 to Lewis Tree Service, Inc., for a revised total estimated expenditure amount not-to-exceed $2,212,495.46.

Funding for this award to be encumbered by account: PWML011TR-03410 to be executed by contract amendment #4 through Office of General Counsel and released by individual Purchase Orders.

Attachments: Recommendation Memo, Previous Award(s)

BUYER: Marilyn Laidler
MARILYN LAIDLER

RESPECTFULLY SUBMITTED: Greg Pease
GREGORY PEASE, 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 3 MEMBERS DISAPPROVING _____ DATE: 08/13/15

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE: 8/13/15

MR APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION Sam E. Mousa

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

FORM GB-108, Revised 12/2007

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

BID# CP-0004-15 OPEN DATE: **2014-09-03**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

CONSTRUCTION PARTICIPATION- ONE YEAR BEGINNING ON THE DATE OF BLANKET ORDER WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: **ROW & GROUNDS**

BASIS OF AWARD: **LOWEST RESPONSIVE, RESPONSIBLE BIDDER**

NUMBER OF BIDS INVITED 4 NUMBER RECEIVED 1 OTHER 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Subject bid was awarded on 09/19/14 to Lewis Tree Service, Inc. (contract #10053), in the amount of $752,718.40; Increased on 12/04/14 in the amount of $700,000.00; Increased on 04/30/15 in the amount of $200,000.00.

Recommend approval to increase award by $359,777.06 to Lewis Tree Service, Inc., for a revised total estimated expenditure amount not-to-exceed $2,012,495.46.

Funding for this award to be encumbered by account(s): PWML011TR-03410- $201,000.00; PWML461TR-03410- $108,777.06; Additional Intradepartmental use via PWSW and PWGM- $50,000.00 to be executed by contract amendment #3 through Office of General Counsel and released by individual Purchase Orders.

Attachments: Recommendation Memo, Previous Award(s)

BUYER: Marilyn Laidler
MARILYN LAIDLER

RESPECTFULLY SUBMITTED: Greg Pease
GREGORY PEASE, 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 3 MEMBERS DISAPPROVING 0 DATE: 7/2/15

OTHER:

ACTION OF AWARDING AUTHORITY DATE: 7/0/15

MR APPROVED ✓ DISAPPROVED

OTHER

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

SIGNATURE OF AUTHENTICATION

FORM GB-108, Revised 12/2007

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

BID# CP-0004-15 OPEN DATE: **2014-09-03**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

CONSTRUCTION PARTICIPATION- ONE YEAR BEGINNING ON THE DATE OF BLANKET ORDER, WITH THREE (3) ONE (1) YR RENEWAL OPTIONS

AGENCY: **ROW & GROUNDS**

BASIS OF AWARD: **LOWEST RESPONSIVE, RESPONSIBLE BIDDER**

NUMBER OF BIDS INVITED 4 NUMBER RECEIVED 1 OTHER 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Subject bid was awarded on 09/19/14 to Lewis Tree Service, Inc.(Contract #10053), in the amount of $752,718.40; Increased on 12/4/14 in the amount of $700,000.00.

Recommend approval to increase award by $200,000.00, for a revised total estimated expenditure amount not-to-exceed $1,652,718.40.

Funding for this award to be encumbered by account: PWML011TR-03410 to be executed by contract amendment #2 through Office of General Counsel and released by Individual Purchase Orders.

Attachments: Recommendation Memo, Previous Award(s)

BUYER: Marilyn Laidler MARILYN LAIDLER

RESPECTFULLY SUBMITTED: Marlene Russell for GREGORY PEASE, 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 3 MEMBERS DISAPPROVING _____ DATE: 04/30/15

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE: 4/30/15

APPROVED GA DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Cleveland Ferguson III
Deputy Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2015-01

FORM GB-108, Revised 12/2007

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

BID# CP-0004-15

OPEN DATE: 2014-09-03

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

CONSTRUCTION PARTICIPATION- ONE YEAR BEGINNING ON DATE OF BLANKET ORDER, WITH THREE (3) ONE (1) YR RENEWAL OPTIONS

AGENCY: ROW & GROUNDS

BASIS OF AWARD: LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED 4 NUMBER RECEIVED 1 OTHER 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Subject bid was awarded on 09/19/14 to Lewis Tree Service, Inc., in the amount of $752,718.40.

Recommend approval to increase award by $700,000.00, for a revised total estimated expenditure amount not-to-exceed $1,452,718.40.

Funding for this award to be encumbered by accounts: PWML011TR-03410, PWML15F-04904, PWML461SW-03410 and PWML011PP-03410 to be executed by Purchase Orders.

Attachments: Recommendation Memo, Previous Award

BUYER: Marilyn Ladler
MARILYN LADLER

RESPECTFULLY SUBMITTED:
GREGORY PEASE, 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: 12/4/14

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION Karen Bowling
Karen Bowling
Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2013-04

FORM GB-108, Revised 12/2007

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

BID# CP-0004-15 OPEN DATE: 9/3/2014

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT:

CONSTRUCTION PARTICIPATION- ONE YEAR BEGINNING ON DATE OF BLANKET ORDER, WITH THREE (3) ONE (1) YR RENEWAL OPTIONS

AGENCY: ROW & GROUNDS

BASIS OF AWARD: LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED 4 NUMBER RECEIVED 1 OTHER 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval of award to Lewis Tree Service, Inc., as the lowest responsive, responsible bidder in the amount of $752,718.40.

Funding for this award to be encumbered by the following account(s):
PWML011TR-03410; PWML15F-04904; PWML461SW-03410, to be executed by Individual Purchase Order(s).

Attachments: Recommendation Memo, Bid Tabulation Sheet, JSEB Letter, Basis of Award, Scope of Work

This award subject to appropriation by the City in the fiscal year beginning October 1, 2014. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event the funds are appropriated.

BUYER: Marilyn Lauder RESPECTFULLY SUBMITTED: Greg Pease
MARILYN LAUDER 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 _____ DATE: 09/18/14

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE: 9/19/14

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION Karen Bowling
Karen Bowling
Chief Administrative Officer
For: Mayor Alvin Brown
Under Authority of:
Executive Order No. 2013-04

PROM 100-704, Revised 12/2007