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SUBJECT: COUNTYWIDE TREE REMOVAL, MAINTENANCE, AND PRUNING

BID #: RFQ-0393-24 **OPEN DATE:** 5/29/2024

GENERAL GOVERNMENT AWARDS COMMITTEE

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

AGENCY: MOWING AND LANDSCAPE MAINTENANCE DIVISION

BASIS OF AWARD: PRE-QUALIFICATION

NUMBER OF BIDS INVITED: 14 **NUMBER RECEIVED:** 4 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Trees, LLC failed to submit the required documentation for three of the Minimum Requirements / Qualifications of Bidders as required in the solicitation. Recommend approval to reject the submittal from Trees, LLC.

Recommend approval to pre-qualify the three firms listed below for submitting responses that meet all the Minimum Requirements / Qualifications of Bidders.

- Eagerton Tree Service, LLC
- ERS Corporation
- Sanford Tree Service, Inc.

Period of service will be two (2) years from the date of award with two (2), two-year renewal options. Total not-to-exceed award amount will be $3,000,000.00 for the initial two-year period ($1,000,000 for each firm). The three pre-qualified firms will be given a chance to submit a price proposal for individual projects when the City has a need for the services.

This award will be funded from various agency accounts and executed by Purchase Orders.

ATTACHMENTS: Recommendation Memo, Evaluation Sheet, Rejection Letter, Scope of Work, Minimum Requirements / Qualifications of Bidders

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 _____

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City of Jacksonville, Florida

Donna Deegan, Mayor

Department of Public Works

Mowing & Landscape Maintenance Division
609 St. Johns Bluff Road, N.
Jacksonville, FL 32225
(904) 255-4299
Jacksonville.gov

A NEW DAY.

MEMORANDUM

TO: **Dustin L. Freeman, Chief**
Procurement Division

THRU: **Nina Sickler, P.E., Director**
Public Works Department

DocuSigned by: Nina Sickler
1EFA223D5D23487

FROM: **Dave McDaniel, Chief**
Mowing and Landscape Maintenance Division

DocuSigned by: Dave McDaniel
8A1CF1A3D41A49

DATE: **June 11, 2024**

SUBJECT: **Recommendation to Pre-Qualify - RFQ-0393-24**
Countywide Tree Removal, Maintenance, and Pruning
Open Date: May 29, 2024

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 determined *Eagerton Tree Service, LLC.*, 5569 118th St., Jacksonville, FL 32244, *ERS Corp.*, 760 Talleyrand Ave., Jacksonville, FL 32202, and *Sanford Tree Service, Inc.*, 4930 Spring Park Rd., Jacksonville, FL 32207 met the minimum requirements in accordance with the bid submittal specifications of RFQ-0393-24.

Trees, LLC failed to meet all minimum requirements as indicated on the attached evaluation and is therefore non-responsive.

Accordingly, we recommend each of the three (3) contractors be pre-qualified in accordance with RFQ-0393-24 and added to the Pre-Qualified Bidders List allowing participation in bidding opportunities when the City has a need for services. The period of service will be for two (2) years from date of award with two (2), two (2) year renewal options.

The not to exceed amount for the initial 2-year period will be $3,000,000.00 ($1,000,000.00 per contractor).

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 would be appreciated. Please contact Jonathan Colburn at 255-4324 should you have any questions or require additional information concerning this recommendation.

Attachment: RFQ-0393-24 Evaluation Form

cc: Jonathan Colburn. Urban Forestry Manager
Tammy Duggan, Public Works Contract and Finance Manager

RFQ EVALUATION

	Eagerton Tree Service, LLC	ERS Corporation	Sanford Tree Service, Inc.	Trees, LLC
Title: Countywide Tree Removal, Maintenance, and Pruning **RFP No.:** RFQ-0393-24 **Close Date:** May 29, 2024 **Analyst:** David Klages **No.: Invited:** (14) **No. Received:** (4) **Other:** (0) **Announcer:** Pearl Mitchell **Recorded By:** Melissa Pierce				
Minimum Requirements	**Yes or No**	**Yes or No**	**Yes or No**	**Yes or No**
Bidding company must be actively licensed in the City of Jacksonville to perform the scope of services defined herein.	Yes	Yes	Yes	No
Provide a copy of certification of the owner, manager, supervisor, or consultant who will be utilized for the duration of the agreement showing that said person(s) is an "ISA Certified Arborist" by the International Society of Arboriculture.	Yes	Yes	Yes	No
Bidder must have an office located in Duval, St. Johns, Nassau, Baker, or Clay County with a local or toll- free telephone number.	Yes	Yes	Yes	Yes
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.	Yes	Yes	Yes	Yes
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.	Yes	Yes	Yes	No
Bidder shall have at least three (3) years prior experience in tree removal, maintenance, and pruning 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.	Yes	Yes	Yes	Yes
Bidder must provide a statement of qualifications detailing the company's ability to perform the scope of work. Provide details of current work and past work of similar scope.	Yes	Yes	Yes	Yes
Signed Bid Form:	Yes	Yes	Yes	Yes
Statement of Qualifications:	Yes	Yes	Yes	Yes
Conflict of Interest Certificate:	Yes	Yes	Yes	Yes
Business References:	Yes	Yes	Yes	Yes
Addenda:	N/A	N/A	N/A	N/A

Reviewed By (pritned): Jonathan Colburn

Signature:

A NEW DAY.

City of Jacksonville, Florida

Donna Deegan, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
(904) 630-CITY; www.jacksonville.gov

NOTIFICATION OF RECOMMENDED QUALIFICATION REJECTION

Date: June 17, 2024

Via Email: aghorbanian@trees-llc.com

Company Name: Trees, LLC

Address: 650 N. Sam Houston Parkway E., Suite 401

Contact Name: Arian Ghorbanian

Bid No: RFQ-0393-24

Title: Countywide Tree Removal, Maintenance, and Pruning

Date Opened: May 29, 2024

Reason for Recommended Rejection: For being non-responsive; specifically, for not providing documentation of meeting the minimum requirements/qualifications listed below, as required in the solicitation.

- Bidding company must be actively licensed in the City of Jacksonville to perform the scope of services defined herein.
- Provide a copy of certification of the owner, manager, supervisor, or consultant who will be utilized for the duration of the agreement showing that said person(s) is an "ISA Certified Arborist" by the International Society of Arboriculture.
- 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.

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, June 20, 2024 at 1:00 p.m.**

Purchasing Analyst's Signature: _____
David Klages, Purchasing Analyst

Klages, David - AFPS

From: Klages, David - AFPS
Sent: Monday, June 17, 2024 9:30 AM
To: 'aghorbanian@trees-llc.com'
Subject: Qualification Rejection for RFQ-0393-24 Countywide Tree Removal, Maintenance, and Pruning
Attachments: Qualification Rejection - Trees, LLC.pdf; RFQ-0393-24 Evaluation.pdf

Mr. Ghorbanian:
Please see the attached rejection letter for **RFQ-0393-24 Countywide Tree Removal, Maintenance, and Pruning**.

Please feel free to call if you have any questions,

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville | Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

A New Day.
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Please click on the links below for any of the following for Bids and Awards:

For Bidding Opportunities: COJ.net - Bidding Opportunities (Including Capital Improvement and Design/Build)
For COJ weekly award intentions: COJ.net - Agendas and Minutes
For bid award information: Procurement Division (coj.net)
For Public Records: COJ Public Records (govqa.us)

INVITATION TO SUBMIT STATEMENT OF QUALIFICATIONS

Notice is hereby given that the City of Jacksonville, Florida is requesting Statements of Qualifications for **Countywide Tree Removal, Maintenance, and Pruning**. 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 **29th** day of **May, 2024**. At that time, responses will be publicly opened in the Ed Ball Building, 214 N. Hogan Street, Room 825 (8th 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 contractor services for **Countywide Tree Removal, Maintenance, and Pruning**. The City shall determine those contractors who have met ALL criteria detailed and those companies will qualify to enter into an agreement with the City to provide competitive price proposals for tree removal, maintenance, and pruning services on an as-needed basis, pursuant to Chapter 126.202 of the Procurement Code. Each individual price proposal 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 towards tree removal, maintenance, and pruning, at various public sites throughout the City of Jacksonville, Florida.

During the agreement period, the City shall identify projects at various locations and shall issue a separate solicitation for each tree removal, maintenance, and pruning project at a particular location(s).

Donna Deegan, 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 in the City of Jacksonville to perform the scope of services defined herein.

- Awarded pre-qualified contractors that intend to bid on projects must provide a copy of certification of the owner, manager, supervisor, or consultant who will be utilized for the duration of the agreement showing that said person(s) is an "ISA Certified Arborist" by the International Society of Arboriculture.

- 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 agreement 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 the 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 agreement. 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 agreement.

- Bidder shall have at least three (3) years prior experience in tree removal, maintenance, and pruning 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 a statement of qualifications detailing the company's ability to perform the scope of work. Provide details of current work and past work of similar scope.

- For each project, Bidder must acknowledge that his/her firm possess the required insurance coverage for said project as part of the 1Cloud bidding process. The insurance requirements listed herein are typical of the insurance requirements that will be required for individual projects.

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 price proposal for individual projects when the City of Jacksonville has a need for the services.
The Procurement Division will solicit price proposals from only the pre-qualified bidders under this RFQ through the Invitation to Quote (ITQ) process and will award each project independently to the lowest responsive, responsible bidder based on the lump sum price proposal for that project.