PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Gregory Pease, Chief of Procurement**

DATE: **January 11, 2021**

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, Part 2, § 126.204 approval is requested to utilize the Competitive Sealed Proposal process to select the most qualified firms for Landscape Maintenance Services at City Parks, Preservations and Cemeteries for Public Works Department/ Mowing and Landscape Maintenance Division. As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

> The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.
>
> The RFP **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.
>
> The RFP **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Participation Plan -40%

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

_____	_____
Finance Director or designee	Procurement Chief or designee
_____	_____
General Counsel or designee	Department/Agency Representative
_____	
Public Works Director or designee	

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

MEMORANDUM

TO: Greg Pease, Division Chief
Procurement Division

THRU: John Pappas, Director
Public Works Department

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

DATE: December 22, 2020

SUBJECT: **REQUEST TO ISSUE AN RFP TO SELECT CONTRACTORS FOR LANDCAPE MAINTENANCE SERVICES AT CITY PARKS, PRESERVATIONS AND CEMETERIES**

Please issue a Request for Proposal (RFP) for the above referenced services in accordance with Chapter 126.204 of the City Ordinance Code. The purpose of the request is to utilize a Competitive Sealed Proposal Evaluation Committee (CSPEC) process to select the most qualified contractor for these services.

Because of the extensive number of sites throughout the county and the frequencies of visits, the selected contractor must be well organized with successful project management experience, and who has sufficient personnel, equipment and equipment control necessary to provide the requested schedule of services necessary to maintain over 1900 acres of turfgrass and over nine hundred thousand square feet of plant beds. The CSPEC evaluation process will allow the City to consider the contractor's past performance, its proposed organization and available personnel and equipment, in addition to the bid amount when selecting the most qualified contractor who can successfully complete all work as scheduled.

The sub-committee, who will evaluate the submitted proposals, will be comprised of representatives of the Mowing and Landscape Maintenance Division. The representatives will be:

Dave McDaniel	Chief	472-2851
Russell Perry	Contract Manager	255-4306

The draft RFP, sent by email to Marilyn Laidler, Purchasing Analyst, includes the scope of work, minimum qualifications, and the intended evaluation criteria.

We request that the project be awarded to the selected contractor in the form of a Blanket Order.

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

December 9, 2020

To: Greg Pease, Division Chief
Procurement Division

From: Gretchen Williams, JSEB Compliance Officer
Jacksonville Small and Emerging Businesses

RE: **Landscape Maintenance Services For City Parks, Preservation Parks, and Cemeteries**

The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

- ☐ Encouragement
- ☒ Participation-40%
- ☐ Set-A-Side

Our outreach efforts are documented and attached. Please let us know if you have any questions or concerns.

I can be reached at (904) 255-8833.

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

Laidler, Marilyn

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Friday, December 4, 2020 1:41 PM
To:	Perry, Russell; Laidler, Marilyn
Cc:	McDaniel, Dave
Subject:	RE: Re: revised Documents City Parks RFP and Private Property Hazard Tree Pre-Approval
Attachments:	INS. REQ FOR Landscape Manintenance Services for Parks & Cemeteries.pdf; REVISED Bid Landscape Manintenance Services for Parks & Cemeteries INS REQ.pdf; REVISED Bid Landscape Manintenance Services for Parks & Cemeteries INS REQ.docx

Greetings,

Thank you for allowing Risk Management an opportunity to review your request.

Risk Management reviewed and revised the Indemnification & Insurance Requirements for Landscape Manintenance Services for Parks & Cemeteries

This will conclude Risk Management review.

Any further questions please feel free to contact me.

Note: All emails need to be sent to Wverdejo@coj.net & RiskReview@coj.net

Cordially,

Wanda Verdejo
Property and Casualty Compliance Administrator
for Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : 904-255-5314
Cell : 904-234-1578

Email : wverdejo@coj.net & riskreview@coj.net

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From: Perry, Russell
Sent: Monday, November 30, 2020 8:56 AM
To: Laidler, Marilyn; Verdejo Magras, Wanda
Cc: McDaniel, Dave
Subject: Re: revised Documents City Parks RFP and Private Property Hazard Tree Pre-Approval

Please see attached revised documents for approval, let me know if you need anything, Thank you.

Russell Perry
Contract Manager
City of Jacksonville - Mowing & Landscape Maintenance Division
609 St. Johns Bluff Road, N.
Jacksonville, FL 32225
Office No. (904) 255-4306
Email: RussellP@coj.net