



## Memorandum

File #: Item # 2019-151, Version: 1

## MEMORANDUM

**To:** Honorable Mayor and Town Council  
**From:** Rafael G. Casals, ICMA-CM, CFM, Town Manager  
**Date:** July 17, 2019  
**Re:** Award of RFP No. 19-04: Landscape Maintenance Services

### REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, SELECTING VISUALSCAPE, INC. FOR LANDSCAPE MAINTENANCE SERVICES; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

### BACKGROUND AND ANALYSIS

On April 23, 2019, the Town issued Request for Proposal (RFP) No. 19-04: Landscape Maintenance Services. The RFP was advertised in a newspaper of general circulation (*Attachment "A"*), which complies with the Town's Code Chapter 24, Article II. A Mandatory Pre-Bid Meeting was held on May 14, 2019 at 10:00 AM, at which time ten (10) potential bidders were in attendance (*Attachment "B"*). The RFP's due date and time was June 4, 2019 at 3:00 PM. The Town received five (5) sealed bid packages from potential contractors, which were publicly opened at Town Hall.

The RFP includes the following additional services that were not part of the previous RFP/Contract that was awarded in 2013:

- Page 23 of 103, Section 2.26- **General Requirements:** Contractor shall be responsible to mulch all currently mulched plant beds and tree rings in "Red" highlighted right-of-ways, medians, swales, and cul-de-sacs. The Contractor shall become familiar with current mulch areas prior to bid submission. Identified areas shall be mulched a minimum of two (2) times per year with eucalyptus mulch and a minimum of three (3) inch thickness.

- Page 25 of 103, Section 7.1- **Litter**: The Contractor shall provide a minimum of two (2) separate four (4) man work crews, in order to provide landscape maintenance services and remove customary or incidental litter from all highlighted locations, right-of-ways, medians, swales and cul-de-sacs. Litter removal shall occur on seven (7) days per week Monday through Sunday. The litter removal crew shall have the following hours of operation 7:00AM - 4:00PM (Monday - Friday) and weekend(s) 8:00AM - 3:00PM. The proper disposal of collected litter shall be the sole responsibility of the contractor.
- Page 27 of 103, Section 10- **Schedule**: All areas shall be maintained on schedules as outlined in Attachment “A”, Zone Schedule. Proposer to perform a total of twenty-nine (29) cuts per year; Two (2) cuts per month, except May through September three (3) cuts per month. The cutting height shall be a minimum 2 ½” to a maximum 3” above soil level.
- Page 33 of 103, Attachment A- **Zone 1 Inspection Report**: Addition of Site #66 - SW 100th Avenue between Broad Channel Drive and SW 186th Street (Cut 29 Cycles per year)
- Page 35 of 103, Attachment A- **Zone 1 Inspection Report**: Addition of Site #118A - Cutler Ridge Middle Perimeter (complete site) edge of roadway to fence (Cut 12 Cycles per year)
- Page 59 of 103, Section 2.01- **Measure and Payment**: Use of the allocation account shall be for unforeseeable conditions. The fixed amount will be \$ 40,000 per year and will be added to the proposer’s base bid price on page 57 of 103. Previous RFP/Contract included an Allowance amount of \$ 10,000. Examples: Sprinkler repairs, Landscape damaged by hit-in-run accidents, additional small beautification projects.
- Page 85 of 103: Section 1.4- **Scope of Work**: Contractor to provide Global Positioning System that is able to record all work conducted (Example: Trackstick or equivalent device). A digital file will be provided to the Town at no additional cost. The digital file will be used to evaluate all invoices. The following attributes will be standard in the file:
  - a. Date
  - b. Start Time
  - c. End Time
  - d. Driver’s Name
  - e. Truck Number

A comprehensive Bid Submittal Review was completed by the Town’s Public Works Department, which verified VisualScape, Inc. as the lowest and responsive bidder (*Attachment “C”*). A copy of first ranked bidder, VisualScape, Inc., bid submittal is attached (*Attachment “D”*).

## **RECOMMENDATION**

Based on Town staff’s evaluation of the “lowest and responsive” bidder, VisualScape, Inc., it is recommended that the Town Council approve the attached Resolution.

## **ATTACHMENT(S):**

- Attachment “A” - Advertisement - Daily Business Review (*dated April 23, 2019*)

- Attachment “B” - Mandatory Pre-Bid Meeting Sign-in Sheet (*dated May 14, 2019*)
- Attachment “C” - Town Selection Committee’s Recommendation
- Attachment “D” - Bidders Submittal Package