

# Memorandum



**Date:** December 3, 2013  
**To:** Honorable Chairwoman Rebeca Sosa  
and Members, Board of County Commissioners  
**From:** Carlos A. Gimenez   
Mayor  
**Subject:** Recommendation for Approval to Establish a Pre-Qualification Pool for Consolidated  
Countywide Grounds Maintenance Services

Agenda Item No. 8(F)(8)

## **Recommendation**

It is recommended that the Board of County Commissioners (Board) approve the establishment of *Contract No. 9743-0/23, Grounds Maintenance Services Prequalification Pool* for grounds maintenance. This contract will consolidate 14 existing grounds maintenance contracts and establishes three groups of prequalified vendors, as follows:

- Group 1 will be utilized for purchase of grounds maintenance sites/locations throughout Miami-Dade County, and includes turf mowing; trimming of grass, hedges, shrubs, trees and palms; edging; maintaining plants and flowerbeds; fertilization of turf areas, ornamental shrubs, groundcovers, palms and trees; weed and vine control; and litter control and mulching.
- Group 2 will be utilized for purchase of pest control services to treat plant material.
- Group 3 will be utilized for purchase of lawn sprinkler repair services to damaged sprinkler heads and valves.

Parks, Recreation and Open Spaces (PROS) utilizes the majority of the allocation on this contract for grounds maintenance at 138 parks and 19 Special Taxing Districts. PROS also utilizes a separate contract to purchase lawn equipment, and associated replacement parts and repair services for the in-house grounds maintenance staff that services the remaining 125 parks, 98 Special Taxing Districts, five Tree Crews, and five golf courses. In addition to PROS, several other departments (listed below), currently spread across 14 separate contracts, will also utilize this contract for grounds maintenance services.

Pre-qualified vendors will be invited to participate in future competitions. All Invitations to Quote will be reviewed by the Small Business Development Division of the County's Regulatory and Economic Resources Department for contract measures prior to advertising. Our practice of consolidating certain contracts, such as the countywide consolidated janitorial contract, has resulted in improved pricing while maintaining a vendor pool that is representative of our community. The improved pricing trends as we continue to implement the consolidated janitorial contract have demonstrated that the consolidation of multiple contracts, strategic grouping of sites when issuing Invitations to Quote, all while maintaining equal or better small business participation, show that consolidation of multiple contracts is an effective contracting method. Of the 14 firms pre-qualified to date for this proposed contract, 10 of those firms are either Micro/SBE or CSBE firms.

## **Scope**

The impact of this item is countywide in nature.

## **Fiscal Impact/Funding Source**

The fiscal impact for the initial five-year term is \$40,944,000 (approximately \$8.2 million annually). The cumulative value if the one, five-year option to renew is exercised will be \$81,888,000. The proposed allocation is based on a ten percent reduction of the last ten-year history of expenditures for the existing 14 grounds maintenance contracts. Structuring the replacement contract as a pool is most beneficial to

the County as it will encourage vendor participation and increase competition, reduce administrative costs, expedite the award phase, and allow additional vendors the opportunity to join at any time during the term of the pool. The proposed allocations are budgeted as follows:

Department	Allocation	Funding Source	Contract Manager
Aviation	\$5,857,000	Proprietary Funds	Neivy Garcia
Community Action and Human Services	330,000	General Fund / Federal Funds	Shirley Almeida
Cultural Affairs	87,000	Proprietary Funds	Daphne Webb
Fire Rescue	1,093,000	Fire District	Marianela Betancourt
Internal Services	764,000	Internal Service Funds	Tom Plummer
Library System	253,000	Library District	Anna Rodriguez
Parks, Recreation and Open Spaces	24,000,000	General Fund / Proprietary Funds	Bill Solomon
Police	458,000	General Fund	Laura Romano
Public Housing and Community Development	2,410,000	Federal Funds	Mari Saydal-Hamilton
Public Works and Waste Management	1,036,000	General Fund / Proprietary Funds	Olga Espinosa-Anderson
Vizcaya	60,000	Proprietary Funds	Luis Correa
Water & Sewer	4,596,000	Proprietary Funds	Gregory Hicks
<b>Total</b>	<b>\$40,944,000</b>		

**Track Record/Monitor**

Lina Bonilla of the Internal Services Department is the Procurement Contracting Officer.

**Delegated Authority**

Upon approval of this item, a pool of pre-qualified vendors will be established to participate in spot market competitions. The County Mayor or the County Mayor's designee will have the authority to solicit pricing and award contracts up to an aggregate contract amount of the allocation authorized by the Board. Additionally, the County Mayor or the County Mayor's designee may add qualified vendors to the pool at any time during the contract term, subject to ratification by the Board on a bi-annual basis. The County Mayor or the County Mayor's designee will also have authority to exercise, at their discretion, contract modifications, options-to-renew, and other extensions in accordance with the terms and conditions of the pool contract.

**Vendor(s) Pre-Qualified for Pool**

A Request to Qualify (RTQ) was issued under full and open competition on February 27, 2013. The method of award was to include all responsive and responsible vendors that meet the minimum qualifications in the RTQ, per group, as specified for participation in future spot market competitions. Additional qualified vendors may be added at any time during the contract term, subject to ratification by the Board on a bi-annual basis. The vendors listed in the table below meet the prequalification criteria.

Vendor(s)	Address	Principal
A Native Tree Service, Inc. (MICRO/SBE)	15733 SW 117 Avenue Miami, FL	Dayne Tomasetti
Ballpark Maintenance, Inc. (MICRO/SBE)	8836 SW 131 Street Miami, FL	Kevin Hardy

Vendor(s) (continued)	Address	Principal
Bug Busters, Inc.	14055 SW 142 Avenue, Suite 40 Miami, FL	Leon Carangi
Crodon, Inc. (MICRO/SBE)	11767 S Dixie Highway, Suite 429 Miami, FL	Mark Donnelly
Florida Turf and Landscape Horticulture, Inc. (MICRO/SBE, CSBE)	400 NW 129 Avenue Miami, FL	Henry Perdomo
General Mow LLC d/b/a Groundkeepers	255 University Drive Coral Gables, FL	Alek Muelle
Ginley Lawn Service & Landscaping, Inc. (MICRO/SBE)	12140 SW 188 Terrace Miami, FL	Ginley Sardinas
Hulett Environmental Services, Inc.	7670 Okeechobee Blvd. West Palm Beach, FL	Timothy Hulett
Lawn Keepers of South Florida, Inc. (MICRO/SBE)	21550 SW 184 Place Miami, FL	David Borrego
Royal Regions Incorporation (MICRO/SBE)	1031 NW 202 Street Miami, FL	Lawrence Kolapo
Thomas Maintenance Services, Inc. (MICRO/SBE)	16205 SW 117 Avenue, Unit 7 Miami, FL	Mary Thomas
Tower Pest Control, Inc.	7760 W 20 Avenue, Bay 14 Hialeah, FL	Francisco Torre
Visualscape, Inc. (MICRO/SBE)	7955 NW 12 Street, Suite 425 Doral, FL	Ivan Cpres Vila
Ynigo Landscaping and Lawn Services, Inc. (MICRO/SBE)	20280 SW 190 Street Perrine, FL	Pedro Ynigo

*Vendors that did not meet the requirements outlined in the RTQ will be added to the pool upon compliance with all requirements.*

**Vendor(s) Not Pre-Qualified for Pool**

Vendor	Reason for Not Recommending
Bannerman Landscaping, Inc.	Vendors did not meet the requirements outlined in the RTQ. Upon compliance with the requirements, the vendors may be added to the pre-qualification pool.
Creative Lawn Maintenance, LLC	
Executive Lawn Care and Landscaping, Inc.	
Lawn Wizard USA, Inc.	
Superior Landscaping & Lawn Service, Inc.	
Crumble ALL, LLC (MICRO/SBE)	

**Due Diligence**

Due diligence was conducted in accordance with the Internal Services Department's Procurement Guidelines to determine Contractor responsibility, including verifying corporate status and that there are no performance or compliance issues. The lists that were referenced include: convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There were no adverse findings relating to Contractor responsibility. This information is being provided pursuant to Resolution R-187-12.

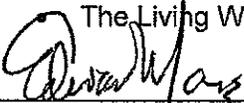
**Applicable Ordinances and Contract Measures**

- The two percent User Access Program provision applies and will be collected on all purchases where permitted by the funding source.
- All individual spot market quotes will be reviewed by SBD for applicable measures prior to advertising.

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and Members, Board of County Commissioners  
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- Local Preference will be applied in accordance with the Ordinance at the time of spot market competitions, where permitted by the funding source.

The Living Wage Ordinance applies where permitted by the funding source.



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Edward Marquez  
Deputy Mayor



# MEMORANDUM

(Revised)

**TO:** Honorable Chairwoman Rebeca Sosa  
and Members, Board of County Commissioners

**DATE:** December 3, 2013

**FROM:**   
R. A. Cuevas, Jr.  
County Attorney

**SUBJECT:** Agenda Item No. 8(F)(8)

Please note any items checked.

- "3-Day Rule" for committees applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Ordinance creating a new board requires detailed County Mayor's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's \_\_\_\_\_, 3/5's \_\_\_\_\_, unanimous \_\_\_\_\_) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved \_\_\_\_\_ Mayor

Agenda Item No. 8(F)(8)

Veto \_\_\_\_\_

12-3-13

Override \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

RESOLUTION ESTABLISHING PRE-QUALIFICATION  
POOL CONTRACT 9743-0/23 GROUNDS  
MAINTENANCE SERVICES PREQUALIFICATION  
POOL IN A TOTAL AMOUNT UP TO \$81,888,000.00  
FOR PURCHASE OF GOODS AND SERVICES

**WHEREAS**, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that:

Section 1. This Board authorizes the establishment of a pool contract for the purchase of goods and services as set forth in the incorporated memorandum in a total amount of up to \$81,888,000, and authorizes the County Mayor or County Mayor’s designee to conduct spot bids, award subsequent contracts, and add vendors to the pool at any time, subject to ratification by the Board on a bi-annual basis.

Section 2. This Board authorizes the County Mayor or County Mayor’s designee to execute contracts for the items approved herein and exercise contract modifications, options-to-renew, any cancellation provisions, and any other rights contained therein in accordance with the terms and conditions of such contracts.

The foregoing resolution was offered by Commissioner  
who moved its adoption. The motion was seconded by Commissioner  
and upon being put to a vote, the vote was as follows:

Rebeca Sosa, Chairwoman  
Lynda Bell, Vice Chair

Bruno A. Barreiro  
Jose "Pepe" Diaz  
Sally A. Heyman  
Jean Monestime  
Sen. Javier D. Souto  
Juan C. Zapata

Esteban L. Bovo, Jr.  
Audrey M. Edmonson  
Barbara J. Jordan  
Dennis C. Moss  
Xavier L. Suarez

The Chairperson thereupon declared the resolution duly passed and adopted this  
3<sup>rd</sup> day of December, 2013. This resolution shall become effective ten (10) days after the  
date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective  
only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.



Oren Rosenthal