



7661-5/19-2 Tree Trimming and Removal Services-PREQUAL

ROADMAP

CONTRACT OVERVIEW:

The purpose of this RFQ is to establish a contract to purchase tree trimming and removal services for various County Department on an as needed when needed basis. This is the first OTR out of 5 allowed under this contract.

CONTRACT TERM: 3/1/2016 through 2/28/2017 **COMMODITY:** 965-88 **TOTAL CONTRACT VALUE:** \$1,302,000.00

PROCUREMENT CONTRACTING OFFICER: Jennyfer Calderon
 Phone: (305) 375-5312
 Fax: (305) 375-4407
 Email: Jcalder@miamidade.gov

EVENT LOG

ADD NO. ↓	DATE ISSUED ↓	EVENT	AGENT ↓															
5	2/15/2016	A transfer of funds has been completed as follows: <table border="1"> <thead> <tr> <th>Department</th> <th>Allocation</th> <th>Transferred</th> <th>Modified Allocation</th> <th>BPO No.</th> </tr> </thead> <tbody> <tr> <td>SP</td> <td>\$ 79,00.00</td> <td>(\$ 40,000.00)</td> <td>\$ 39,000.00</td> <td>ABCW1600246</td> </tr> <tr> <td>PR2901**</td> <td>\$ 247,000.00</td> <td>\$ 40,000.00</td> <td>\$307,000.00</td> <td>ABCW1600247</td> </tr> </tbody> </table>	Department	Allocation	Transferred	Modified Allocation	BPO No.	SP	\$ 79,00.00	(\$ 40,000.00)	\$ 39,000.00	ABCW1600246	PR2901**	\$ 247,000.00	\$ 40,000.00	\$307,000.00	ABCW1600247	Jennyfer Calderon
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1	3/02/2016	Issue new roadmap	Jennyfer Calderon															

PART #1: AWARDEES & GROUPS

GROUP I:

The following vendors are prequalified to participate in spot market for the purchase of Tree Trimming and Removal Services. The County using department shall invite all pre-qualified vendor(s) to participate in pricing competition.

Vendor	Fein / Suffix	Mailing Address	Contact Name	Phone Number	E-mail Address
Crodon, Inc.	208252887-01	10900 SW 105 Ave Miami, FL 33176	Mark Donnelly	305-794-7499	cmd590@comcast.net



A Native Tree Service, Inc.	592613393 -01	15733 SW 117 Ave Miami, FL 33177	James McShane	305-345-2763	nativetree@nativetree.com
Weed-A-Way, Inc	650894412-01	6011 Rodman Street #208 Hollywood, FL 33023	Monday Okotogbo	954-374-6562	weedaway@msn.com

Group II:

Set prices for Three Removal Service, to include disposal (trunk diameter measure 4' above the ground).

Item	Description	Primary		Secondary	
1	0" to 10" Diameter	\$ 125.00	Weed-A-Way	\$ 325.00	Crodon, Inc
2	Greater than 10" to 24" Diameter	\$ 525.00	Crodon, Inc.	\$ 549.00	Weed-A-Way
3	Greater than 24" to 36" Diameter	\$1,289.00	Weed-A-Way	\$1,650.00	Crodon, Inc
4	Greater than 36" to 60" Diameter	\$2,874.00	Weed-A-Way	\$3,900.00	Crodon, Inc

PART #2: INSTRUCTIONS FOR EACH SOLICITATION FOR GROUP 1

This contract requires each acquisition to go through a competitive, spot market Request for Quote (RFQ), prior to the award of a Work Order (WO).

Departments are to utilize the above vendor contact information for the issuance of all RFQ's. These contacts listed above are authorized to respond to all County requests and are to be included in each RFQ issued against the contract. Failure to utilize the above contacts for the vendors listed, may result in cancellation or rejection of a RFQ solicitation. It is highly recommended that the RFQ's be issued via e-mail for tracking and reporting purposes.

METHOD OF AWARD

RFQ's may be awarded to the vendors with the lowest price in the aggregate, per-group, or on a per-item basis.

Prior to award, the User Department shall:

- Request a copy as proof of applicable license and/or certification.
- Verify insurance compliance.

USER DEPARTMENT RESPONSIBILITY

It is the responsibility of the user Department to ensure compliance with the above-mentioned procedures. Purchase under this contract will be subject to random review or audit by County authorities, including the Procurement Management Services Division, Audit and Management, and the Office of the Inspector General.

RECORD RETENTION

For each purchase order issued under this contract, the user department shall maintain a record of the purchase including: market research performed, all quotes sought, all quotes obtained, required exception forms, and any other documentation supporting each purchase to ensure compliance and to establish the necessary accountability for audit. The record shall be maintained by the user department in a location (either electronic or paper) easily accessible for review or audit in accordance with the County Records Retention regulations.

PART #3: APPLICABLE ORDINANCES

Each Solicitation shall be consistent with the Master Procurement Implementing Order (I.O.) NO.3-38.

The following ordinances shall be applicable to each solicitation issued under this contract: Local Preference, SBE, Cone of Silence, and County User Access Program (UAP) and Office Inspector General (IG) when allowed by funding source.

Local Preference Consideration: The evaluation of competitive solicitations is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal or state law, or any other funding source requirements, provides that preference be given to local businesses. A local business, for the purposes of this Section, shall be defined as a Proposer which meets all of the following:

1. A business that has a valid occupational license, issued by Miami-Dade County at least one year prior to bid or proposal submission, that is appropriate for the goods, services or construction to be purchased:

2. A business that has a physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business (Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address.); and
3. A business that contributes to the economic development and well-being of Miami-Dade County in a verifiable and measurable way. This may include but not be limited to the retention and expansion of employment opportunities and the support and increase in the County's tax base. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the proposal submission date stated in the solicitation:
 - a. The Vendor has at least ten (10) permanent full time employees, or part time employees equivalent to 10 FTE ("Full Time Equivalent" employees working 40 hours per week) that live in Miami-Dade County, or at least 25% of its employees that live in Miami-Dade County, or
 - b. The Vendor contributes to the County's tax base by paying either real property taxes or tangible personal property taxes to Miami-Dade County, or
 - c. Some other verifiable and measurable contribution to the economic development and well-being of Miami-Dade County.

Additionally, a Locally-Headquartered Business shall mean a Local Business as defined above which has a "principal place of business" in Miami-Dade County. "Principal place of business" means the nerve center or the center of overall direction, control, and coordination of activities of the bidder. If the bidder has only one business location, such business location shall be its principal place of business.

In the case of Requests for Quotes (RFQ's) which are based on price and/or hourly rate, the following shall apply:

Local Preference: If a low bidder is not a local business and a local business submits a bid within 10% of the non-local low bidder, the non-local low bidder and all local businesses within 10% of the non-local low bidder; shall have the opportunity of submitting a best and final offer. The offer shall be equal to or lower than the low bid.

Locally Headquartered Businesses: If a low bidder is not a local business and a locally headquartered business submits a bid within 15% of the non-local low bidder, the non-local low bidder and all locally headquartered business within 15% of the non-local low bidder shall have the opportunity of submitting a best and final offer. The offer shall be equal to or lower than the low bid. If a low bidder is a local business and a locally headquartered business submits a bid within 5% of the local, the local low bidder and all locally headquartered business within 5% of the local low bidder shall have the opportunity of submitting a best and final offer. The offer shall be equal to or lower than the low bid.

Interlocal Agreement: At this time, there is an interlocal agreement in effect between Miami-Dade and Broward Counties until September 30, 2015; Therefore, a vendor which meets the requirements of (1), (2), and (3) above for Broward County shall be considered a local business pursuant to this Section.

Small Business Contract Measures: This contract includes participation provisions for Miami-Dade County certified Small Business Enterprises (SBE's) as indicated in Appendix A of this solicitation. The contract measure applicable to this contract: SBE Set-aside. For certification information, contact the Department of Business Development at 305-375-3111 or access www.miamidade.gov/sbd.

The SBE/Micro Business Enterprise must be certified for the commodity listed above by bid submission deadline, at contract award fo