



Cover Memorandum/Staff Report

File #: 23-136 CRA

Agenda Date: 7/25/2023

Item #: 7G.

TO: CRA Board of Commissioners
FROM: Christine Tibbs, Assistant Director
THROUGH: Renée A. Jadusingh, Executive Director
DATE: July 25, 2023

AWARD OF BID FOR INVITATION TO BID CRA 2023-02 - LANDSCAPE MAINTENANCE SERVICES

Recommended Action:

1. Award the Bid for Invitation to Bid CRA 2023-02 - Landscape Maintenance Services to Sod Unlimited, Inc., the lowest responsive and responsible Bidder, in the amount of \$92,640; and
2. Authorize the CRA Board Chair to execute an agreement with the Awarded Bidder for the Services and any related documents, in a form acceptable to the CRA Legal Advisor.

Background:

At the April 25, 2023, CRA Board meeting, the CRA Board approved the issuance of an Invitation to Bid ("ITB") for landscape maintenance services for CRA-owned properties.

On May 1, 2023, the CRA issued ITB CRA No. 2023-02 - Landscape Maintenance Services with a Bid Submittal Deadline of June 1, 2023.

The purpose of issuing the ITB for Landscape Maintenance Services was to obtain Bids from qualified providers of landscape maintenance services and establish a Contract with the responsive and responsible Bidder, and in the best interest of the CRA, for the provision of all materials, labor, equipment, tools, machinery, apparatus, means of transportation, insurance, supplies, and goods necessary to perform landscape maintenance services for all properties owned and managed by the CRA.

The full scope of landscape maintenance services that are being sought for CRA-owned and managed vacant and non-vacant properties, include but is not limited to, mowing, trimming, edging, blowing, raking and/or sweeping, weed eradication, mulching, shrub pruning, tree, palm, and palmetto pruning, and pre- and post - work debris removal.

The CRA currently has a month-to-month agreement with Sod Unlimited, Inc. for \$9,314 that was approved at the January 28, 2020, CRA Board meeting.

On June 1, 2023, three (3) Bids were timely received:

BIDDER	MONTHLY BID PRICE	ANNUAL BID PRICE
Brightview Landscape Services, LLC	\$11,557.42	\$138,689.04
Green Dreams Paradise Corp.	\$13,748.42	\$164,981
Sod Unlimited, Inc.	\$7,720	\$92,640

*Note: Bidders are listed in alphabetical order.

CRA Staff reviewed each submitted Bid based on the criteria stated in the ITB, as well as the CRA's Purchasing & Procurement Policies Manual; Competitive and/or Sealed Bids (Proposals) Procedures.

The initial review of the Bids received revealed deficiencies in all three (3) Bids, including, omitted documentation as required per the ITB.

CRA staff requested all required information and documentation as stated in the Bid from all the Bidders.

Following the receipt of the required information and documentation CRA staff conducted a thorough review of all submitted Bids. This review included reviewing and confirming all information and documentation provided and project references.

Method of Award:

As stated in the ITB in Section 2: Special Terms and Conditions, Paragraph 6: Method of Award: Best Value, "[t]he CRA will award this Contract to the responsive and responsible Bidder, all factors considered, and in the best interest of the CRA."

Award of Bid:

At this time, CRA staff is requesting the CRA Board to award the Bid for ITB CRA No. 2023-02 Landscape Maintenance Services to Sod Unlimited, Inc., the lowest responsive and responsible Bidder, in the amount of \$92,640 per year (\$7,720 per month). Per the ITB, the Contract may be awarded to the responsive and responsible Bidder meeting all requirements as set forth in the ITB documents, and in the best interest of the CRA. The CRA Board shall be the sole and absolute judge of the CRAs best interest.

Further, CRA staff is requesting the CRA Board authorize the CRA Board Chair to execute the negotiated agreement with the Awarded Bidder, and any and all related documents for the Services in a form that is acceptable to the CRA Legal Advisor.

Attachments: Exhibit A - ITB CRA No. 2023-02 Landscape Maintenance Services and Addendum; Exhibit B - Bid List

CRA Attorney Review:

N/A

Finance Review:

N/A

Funding Source/Financial Impact:

Funding has been allocated from GL#6303.

Overall need within the Community Redevelopment Area from Delray Beach CRA

Redevelopment Plan:

Removal of Slum And Blight

Land Use

Economic Development

Affordable Housing

Downtown Housing

Infrastructure

Recreation and Cultural Facilities