



ITEM 26.
Transit - Consent

AGENDA ITEM REPORT

DATE: October 16, 2018
DEPARTMENT: Transit
REQUESTER: Steve Myers
TITLE: Award Contract for Landscape Mowing and Maintenance for LeeTran

I. MOTION REQUESTED

- A) Award Request for Proposal No. RFP180331KLC Landscape Maintenance and Mowing for LeeTran to Big Tree, Inc. for a period of two years, to provide landscape maintenance and mowing for LeeTran, as approved in the department's adopted budget.
 B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
 C) Authorize the Director of Procurement Management to add or delete work/services as needed and to execute all associated documents.
 D) Grant the Director of Procurement Management the authority to negotiate renewals of the contract, including changes in price, for up to three additional one-year periods, in accordance with the contract, and to execute all associated documents, with County Administration approval, as approved in the department's annual adopted budget, if doing so is in the best interest of Lee County.

II. ITEM SUMMARY

Award contract for landscape maintenance and mowing for LeeTran to Big Tree, Inc. to provide edging, string trimming, trimming shrubs, pruning trees and palms, weeding, fertilizing, irrigation services, supplying replacement trees and shrubs, etc. This contract is for an initial period of two years with the option to renew for three additional one-year periods. Total expenditures during Fiscal Year 2016 – 2017 were approximately \$104,026.00.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

On May 18, 2018, Procurement Management advertised Request for Proposal No. RFP180331KLC Landscape Maintenance and Mowing for LeeTran. On the proposal deadline, June 26, 2018, Procurement Management received four proposals. One vendor was deemed non-responsive due to the preparation of his package. On July 24, 2018, the Evaluation Committee met to evaluate the proposals based on criteria from the solicitation such as company history, personnel, licenses and certification, equipment and references. The committee decided to open the pricing from the two top ranked vendors Big Tree, Inc. and Personal Touch Landscaping. The committee recommends awarding the contract to Big Tree, Inc., the responsive, responsible proposer meeting all specifications with the lowest price.

Total expenditures during Fiscal Year 2016 – 2017 were approximately \$104,026.00.

B) Policy Issues

Request for Proposal is in compliance with County's Procurement Policy.

C) BoCC Goals

Transportation, providing multimodal transportation.

D) Analysis

Having a landscaping contract enable Transit to budget expenditures and maintain the Transit facility.

E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	See comments below.
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	Yes
F)	Fund: Enterprise Program: Transit Project: Transit Operating Account Strings: K15440148600.503490.42	
G)	Fund Type?	Enterprise
H)	Comments: Expenditures will be as needed and as approved in the department's annual adopted budget.	

V. RECOMMENDATION

VI. TIMING/IMPLEMENTATION

Expenditures will be as needed and as approved in the departments' annual adopted budgets.

VII. FOLLOW UP

Monitor contract expiration date.

ATTACHMENTS:

Description	Upload Date	Type
<u>Proposed Contract</u>	10/8/2018	Contract
<u>Pricing Sheet</u>	9/21/2018	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Transit	Turner, Nicole	Approved	10/8/2018 - 8:25 AM
Transit	Myers, Steve	Approved	10/8/2018 - 9:48 AM
Budget Services	Henkel, Anne	Approved	10/8/2018 - 10:39 AM
Budget Services	Winton, Peter	Approved	10/8/2018 - 10:47 AM
County Attorney	Swindle, Amanda	Approved	10/8/2018 - 2:36 PM
County Manager	Harner, David	Approved	10/8/2018 - 5:04 PM