

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20021099

1. REQUESTED MOTION:

ACTION REQUESTED: Award B-02-26 ANNUAL CONTRACT FOR LANDSCAPE MAINTENANCE & IRRIGATION REPAIRS FOR VARIOUS MEDIAN LOCATIONS, to the sole bidder meeting all bidding requirements, P&T Lawn & Tractor for the following locations and amounts: **Site #1 Bayshore/Pine Island** – total yearly contract amount of \$68,400.00, plus Landscape Repair (Material Costs plus 20% markup); **Site #2 Bonita Beach Road** - total yearly contract amount of \$92,250.00, plus Landscape Repair (Material Costs plus 20% markup); **Site #3 Hancock Bridge** - total yearly contract amount of \$1,800.00, plus Landscape Repair (Material Costs plus 20% markup); **Site #4 Ben Pratt/Six Mile** - total yearly contract amount of \$16,800.00, plus Landscape Repair & Irrigation Repair (Material Costs plus 20% markup each); **Site #5 Lee Boulevard** - total yearly contract amount of \$82,200.00, plus Landscape Repair (Material Costs plus 20% markup); **Site #6 Colonial Boulevard** – Mowing Only at a cost for 21 cycles of \$15,750.00 (\$750.00 per cycle). This contract shall be in effect until January 31, 2004, with the option of renewal for three (3) additional one (1) year periods or until new bids are received and awarded.

WHY ACTION IS NECESSARY: Pursuant to Administrative Code AC-4-4 Lee County Contract Manual, approved by the Board on September 25, 2001, services in excess of \$50,000.00 shall be executed through the formal process.

WHAT ACTION ACCOMPLISHES: Landscape maintenance and irrigation work consisting of providing all labor, materials, equipment, permits, and incidentals necessary for various medians located throughout Lee County.

2. DEPARTMENTAL CATEGORY:

02 Transportation
COMMISSION DISTRICT #:CW

A9A

3. MEETING DATE:

10-22-2002

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

5. REQUIREMENT/PURPOSE:

(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE AC-4-4
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER
- B. DEPARTMENT Transportation
- C. DIVISION
- BY: Scott Gilbertson, Director

7. BACKGROUND:

The Department of Transportation submitted a request to Contracts Management to obtain bids for the Annual Landscape Maintenance & Irrigation Repairs for Various Median Locations. The expected cost of the services required the use of the formal process.

On the bidding deadline of August 21, 2002, Contracts received only one (1) bid. Contracts Management mailed out 166 Notice to Bidders and had 15 firms request bidding documents. The Department of Transportation contacted the other 14 firms requesting their response on why they did not submit a bid and the following is the breakdown of the responses: 2 firms had no response, 3 firms the job was too small, 3 firms did not do this type of work; and 6 firms response was either no experience, specs too complex or not enough time to bid.

Continued on Page 2

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services <i>Upm 10/8/02</i>				G County Manager
					OA	OM	Risk	GC	
<i>10/2/02</i> <i>[Signature]</i>	<i>[Signature]</i> <i>10/2/02</i>	N/A		<i>Andrea</i> <i>Trasler</i>	<i>RK</i> <i>10/4</i>	<i>AS</i> <i>10/1/02</i>	<i>[Signature]</i> <i>10/08/02</i>	<i>[Signature]</i> <i>10/4/02</i>	<i>[Signature]</i> <i>10.3.02</i>

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by County
Date: *10/3/02*
Time: *3:55 PM*
Forwarded To: *[Signature]*
10/4/02 8:30 AM

RECEIVED BY
COUNTY ADMIN. *RK*
10-4-02
11:00
COUNTY ADMIN.
FORWARDED TO:
10/8/02

The sole bidder P&T Lawn & Tractor , is currently performing landscape maintenance for DOT and presently maintaining the College Parkway landscaping. Therefore, the Department of Transportation is requesting the Board accept the sole bid received from P& T Lawn & Tractor for the following breakdown cost:

Site Location #1 Bayshore/Pine Island – Routine Maintenance \$5,700.00 per month for a total yearly contract amount of \$68,400.00; plus Additional Work - 1. Landscape Repair (Material Costs plus 20% markup);

Site Location #2 Bonita Beach Road - Mowing: Cost per cycle \$1,650.00, total for 21 cycles \$34,650.00; Routine Maintenance per month \$4,800.00 for a total yearly contract amount of \$92,250.00, plus Additional Work – 1. Landscape Repair (Material Costs plus 20% markup);

Site Location #3 Hancock Bridge – Routine Maintenance \$150.00 per month for a total yearly contract amount of \$1,800.00, plus Additional Work – 1. Landscape Repair (Material Costs plus 20% markup);

Site Location #4 Ben Pratt/Six Mile – Routine Maintenance \$1,400.00 per month for a total yearly contract amount of \$16,800.00, plus Additional Work – Irrigation Repair Service Charge (emergency) Flat Fee of \$150.00, and 1. Landscape Repair & Irrigation Repair (Material Costs plus 20% markup each);

Site Location #5 Lee Boulevard – Mowing Cost per cycle \$2,200.00 for a total yearly contract amount of \$46,200.00, Routine Maintenance per month \$3,000.00 for a total yearly contract amount of \$36,000.00, plus Additional Work – 1. Landscape Repair (Material Costs plus 20% markup);

Site Location #6 Colonial Boulevard – Mowing Cost Only at a cost of \$750.00 per cycle and a total for 21 cycles of \$15,750.00.

This contract shall be in effect until January 31, 2004, with the option of renewal for three (3) additional one (1) year periods or until new bids are received and awarded.

Funds are available in account string: PC54105.17500.503490

Attachment: Bid Tabulation Sheet
Department Recommendation

LEE COUNTY BID TABULATION SHEET FOR
 LANDSCAPE MAINTENANCE IRRIGATION REPAIRS FOR VARIOUS MEDIANS LOCATIONS
 BID NO.: B-02-26
 OPENING DATE: AUGUST 21, 2002-

CONTRACTOR P&T Lawn & Tractor			
SITE LOCATION 1			
BAYSHORE/PINE ISLAND			
Routine Maintenance \$ Per Month	\$5,700.00	SITE LOCATION 5 LEE BLVD	
Total (12 months)	\$68,400.00	Mowing: 21 cycles	
Additional Work		Cost Per Cycle	\$2,200.00
1. Landscape Repair - Material Costs plus % mark up	20%	Total 21 Cycles	\$46,200.00
Bayshore/Pine Island Total	\$68,400.00	ROUTINE MAINTENANCE \$ PER MONTH	\$3,000.00
		TOTAL (12 MONTHS)	\$36,000.00
SITE LOCATION 2 BONITA BEACH ROAD		Additional Work	
Mowing: 21 cycles		1. Landscape Repair - Material Costs plus % mark up	20%
Cost Per Cycle	\$1,650.00	Lee Blvd. Total	\$82,200.00
Total 21 Cycles	\$34,650.00		
Routine Maintenance \$ Per Month	\$4,800.00	SITE LOCATION 6 COLONIAL BLVD	
TOTAL (12 MONTHS)	\$57,600.00	Mowing: 21 cycles	
Additional Work		Cost Per Cycle	\$750.00
1. Landscape Repair - Material Costs plus % mark up	20%	Total 21 Cycles	\$15,750.00
Bonita Beach Road Total	\$92,250.00	ROUTINE MAINTENANCE \$ PER MONTH	\$4,300.00
		TOTAL (12 MONTHS)	\$51,600.00
SITE LOCATION 3 HANCOCK BRIDGE		Additional Work	
ROUTINE MAINTENANCE \$ PER MONTH	\$150.00	Service Charge (emergency) Flat Fee	\$150.00
TOTAL (12 MONTHS)	\$1,800.00	1. Irrigation Repair - Material Costs plus % mark up	20%
Additional Work		2. Landscape Repair - Material Costs plus % mark up	20%
1. Landscape Repair - Material Costs plus % mark up	20%	Colonial Blvd. Total	\$67,350.00
	\$1,800.00		
SITE LOCATION 4 BEN PRATT/SIX MILE			
ROUTINE MAINTENANCE \$ PER MONTH	\$1,400.00		
TOTAL (12 MONTHS)	\$16,800.00		
Additional Work			
Irrigation Repair Service Charge (emergency) Flat Fee	\$150.00		
1. Irrigation Repair - Material Costs plus % mark up	20%		
2. Landscape Repair - Material Costs plus % mark up	20%		
Ben Pratt Six Mile Total	\$16,800.00		

Cynthia Logan - Bid No. B-2-26

From: Sheryle Dell
To: Logan, Cynthia
Date: 9/17/2002 10:08 AM
Subject: Bid No. B-2-26
CC: Chamblee, Donald; Faust, Bobby

Cindy,

After a review of the bid documents and a complete survey of all vendors who showed interest in the contract. I feel that I can support a sole bid in this case. I would like to award the contract to P&T Lawn & Tractor.

Site 1 as bid

Site 2 as bid , mowing and maintenance

Site 3 as bid

Site 4 as bid

Site 5 as bid mowing and maintenance

Site 6 mowing only

If you need anything else from me please let me know.

From: Paul Wingard
To: Gilbertson, Scott
Date: 9/23/02 3:44PM
Subject: Landscape Bid

Scott,

On the recent landscape maintenance bid, we received only a single bidder, P & T Tractor. Operations has recommended award. We discussed this at Jim's staff meeting and prior to Cindy preparing the Blue sheet, Jim asked for some additional information and asked that we set up a meeting with the Commissioners (at least Albion) to review. Hopefully this will answer some of the questions regarding award to a single bid prior to going to the BoCC.

We received only one bid on the six sites. The bid was set up so that the bidders could bid on any or all of the six sites. Again only P & T submitted. P & T is currently working for Operations doing landscape maintenance. They are also maintaining the recently completed College Parkway project for the construction manager for the one year maintenance phase. They have done a very good job on past projects and Sheryle has a good rapport with them.

A total of 15 firms picked up the plans. We, Contracts, mailed out a total of approximately 166 bid notices. We called each to find out if they were going to bid or why they did not bid. The following is a breakdown of the response:

Bids received - 1

No response - 2

Job too big - 0

Job too small - 3

Does not do that type of work - 3

Other - 6 (no experience, specs too complex, not enough time to bid)

We also tried to compare each site to past bids to see if the bid looked OK and had some mixed results as follows:

Bayshore, (Install contractor) \$1867 per month; current bid \$5700 {not good comparison}

Bonita Beach, (maint. contractor plus Cty mulching) \$2200 per month; bid current \$4800

Hancock, last bid \$100 per month; current bid \$150

Six Mile, last bid \$1400 per month; current bid \$1400

Lee Blvd (Cty maintained), we spent with mark-up \$2200 per month; bid current \$3000

Colonial (City of FM) \$900 per month; current bid \$4300 - but we will not award this site

Please note however, that all of the above are not an apples for apples comparison because of some specification changes. Also the existing quotes are based on bids that are 2 or 3 years old.

My recommendation is to move forward with award to P & T. We can not handle it in house because we do not have sufficient staffed.

This is the first year we bid it thru Contracts, in the past Purchasing handled the bid. This change was made due to the inclusion of irrigation maintenance into the specifications. However we did make a number of changes to the normal contract to make it as easy to bid as possible. For example we waived the requirements for a bid bond and for a performance bond, since these are things that a landscape maintenance contractor would not normally provide.

Paul W. Wingard, P.E.
Deputy Director, DOT
wingarpw@leegov.com
Phone 239-694-3334

or 239-479-8545
cell phone 941-707-6981
Fax 941-694-3332

CC: Chamblee, Donald; Lavender, James; Logan, Cynthia