



## **SOLICITATION SIGNATURE PAGE**

(Please attach to Goal Setting Worksheet and API  
Recommendation Form)

Presented at GSC Meeting: 4/16/25

Department/Division Parks & Recreation / Parks Maintenance Division

Project Name/Number Tree Removal Services (Old 19053RD)

Contract Manager Nicki Murphy

Phone/ E-mail 561-966-6671 / nmurphy@pbc.gov

Estimated Date of Advertising \_\_\_\_\_ Estimated Dollar Value of Project \$341,000

Type of Solicitation IFB

### **DEPARTMENT/DIVISION/OFFICE**

### **SIGNATURE AND DATE**

Originating Department/Division

Nicki Murphy

Department/Division Director

Janet E. Cull

OEBO

DeDige

Goal Setting Committee Chairperson

\_\_\_\_\_

### Availability Adjustment/Weighting

DATE: March 4, 2025

PROJECT No. \_\_\_\_\_

CATEGORY: GOODS & OTHER SERVICES

To establish a contract for Tree Removal for Park and other County Departments (Potential Income to Vendors: \$1,705,000 (\$341,000 x 5 - Initial year & 4 renewals))

COMMODITY CODE	PRIMARY DISCIPLINE/TRADE DESCRIPTION	ESTIMATED COST	PERCENTAGE OF PROJECT COST
96888	Tree and Shrub Removal Services	\$221,000.00	64.81%
9688880	Tree Removal Services With Obstacles, Includes The Cutting	\$ 120,000.00	35.19%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
			0.00%
		\$341,000.00	100.00%

AVAILABILITY				RACE/ETHNICITY						TOTAL FIRM	PERCENT OF WORK
COMMODITY	SBE	WBE	M/WBE	AABE	NABE	HABE	ABE	Total S/M/WBE	NON- S/M/WBE		
96888	1	0	2	1	0	1	0	3	16	19	64.81%
9688880	2		0					2	25	27	35.19%
0			0					0	0		0.00%
0			0					0	0		0.00%
0			0					0	0		0.00%
0			0					0	0		0.00%
0			0					0	0		0.00%
0			0					0	0		0.00%
0			0					0	0		0.00%
0			0					0	0		0.00%
0			0					0	0		0.00%
Total	3	0	2	1	0	1	0	5	41	46	100.00%

COMMODITY AVAILABILITY											WEIGHT
COMMODITY	SBE	WBE	M/WBE	AABE	NABE	HABE	ABE	Total S/M/WBE	NON- SMWBE		
96888	0.03411	0.00000	0.06822	0.03411	0.00000	0.03411	0.00000	0.10233	0.54576		0.64811
9688880	0.02607	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.02607	0.32584		0.35191
0	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000		0.00000
0	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000		0.00000
0	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000		0.00000
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0	0.00000	0.00000	0.00000	0.00000	0.00000	0.00000	0.0000				

SBE	MBE	WBE	AABE	NABE	HABE	ABE

**GOAL SETTING**  
**Project Summary Worksheet**  
Availability Adjustment/Weighting

ORIGINATING DEPARTMENT: Parks and Recreation

DATE: March 4, 2025

SOLICITATION NAME: Tree Removal Services (Old #19053RD)

PROJECT No.

TYPE OF SOLICITATION: IFB

CATEGORY: GOODS & OTHER SERVICES

**AVAILABLE APIs:**

SBE Price Preference

**DEPARTMENT RECOMMENDED API:**

SBE Price Preference

Nicki Murphy

3/4/2025

DEPARTMENT REPRESENTATIVE NAME

DEPARTMENT REPRESENTATIVE SIGNATURE

**OEBO RECOMMENDED API:**

OEBO REVIEWER NAME

OEBO REVIEWER SIGNATURE

GOAL SETTING COMMITTEE DETERMINATION

Ordinance Reference: \_\_\_\_\_

GOAL SETTING COMMITTEE CHAIRPERSON NAME

GSC DATE: \_\_\_\_\_

GOAL SETTING COMMITTEE CHAIRPERSON SIGNATURE

ISSUE DATE: June 17, 2024

Lead Dept: 580

TO: Fire Rescue

FROM: Bridget Williams  
Purchasing Department

\*\*\*IMPORTANT\*\*\*

FAILURE TO RESPOND TO THIS NOTICE  
MAY IMPACT YOUR ABILITY TO PROCURE  
THE REFERENCED GOODS AND/OR  
SERVICES

RE: RENEW/RESOLICIT TERM CONTRACT: CMA 680 19053RD

Please review your upcoming requirements regarding the above referenced contract, complete this form, provide supporting documentation as applicable, and return no later than: **Monday, July 15, 2024**.

On **12/16/2024**, this contract for, **TREE REMOVAL SERVICES (COUNTYWIDE)** will expire. The Anticipated Usage for the renewal or new contract term **MUST** be indicated below. Additional Departments / Divisions may be listed manually.

The threshold amount of the original contract was **\$271,000.00**, which may be inclusive of all user departments. Please note that justification is required for all ANTICIPATED USAGE amounts.

AUTHORIZED DEPT / UNIT	DEPARTMENT/DIVISION	ANTICIPATED USAGE FOR 12 MONTHS
440 4215	Fire Rescue	\$
	Fiscal & Planning	\$
<b>DEPARTMENT TOTAL:</b>		\$ 55,000

LIST ALL BUDGET LINES:

ctywd

USER DEPARTMENT SHALL CHECK THE FOLLOWING AS APPLICABLE:

- ☐ Exempt from EBO Ordinance. See PPM CW-O-043 Attachment 2 & Specify Exemption: \_\_\_\_\_
- ☐ Federal Funded Solicitation. Forms Required.
- ☒ EXERCISE RENEWAL Option. See Below \*
- ☐ RESOLICIT with changes/additions/deletions. (Use current contract/solicitation to mark changes). See Below \*
- ☐ DO NOT RENEW and provide reason in comments below. See Below \*
- \* With this Form K, Department shall complete & submit to Purchasing: (i) The OEBO Memo approving/denying Waiver of API(s) and (ii) if waiver is denied, a GSC Project Summary Worksheet with API Recommendation(s).

PROVIDE JUSTIFICATION FOR THE REQUESTED ANTICIPATED USAGE, REASON FOR NOT RENEWING, OR OTHER COMMENTS AS APPLICABLE:

Fire Rescue estimates an annual usage of \$55,000 for Tree Removal Services.

Laura Cates

Authorized Department Signature

10/22/24

Date

PURCHASING USE ONLY:

CMA 680 19053RD

<input type="checkbox"/>	NO RENEWAL OPTIONS REMAIN. Attached is a copy of the current contract/solicitation. RENEWAL OPTIONS REMAINING _____, PER TERM # _____
Special Notes or Instructions	

**ALL FORMS RECEIVED AFTER THE SPECIFIED DUE DATE SHALL BE REVIEWED  
BY THE COUNTY ADMINISTRATOR**



ISSUE DATE: June 10, 2024

LEAD DEPT: 580

TO: Ivonne Zuniga  
Engineering & Public WorksFROM: Bridget Williams  
Purchasing Department

\*\*\*IMPORTANT\*\*\*

FAILURE TO RESPOND TO THIS NOTICE  
MAY IMPACT YOUR ABILITY TO PROCURE  
THE REFERENCED GOODS AND/OR  
SERVICES

RE: RENEW/RESOLICIT TERM CONTRACT: CMA 680 19053RD

Please review your upcoming requirements regarding the above referenced contract, complete this form, provide supporting documentation as applicable, and return no later than: 2024.

On 12/16/2024, this contract for, TREE REMOVAL SERVICES (COUNTYWIDE) will expire. The Anticipated Usage for the renewal or new contract term **MUST** be indicated below. Additional Departments / Divisions may be listed manually.

The threshold amount of the original contract was \$ 271,000.00, which may be inclusive of all user departments. Please note that justification is required for all ANTICIPATED USAGE amounts.

AUTHORIZED DEPT / UNIT	DEPARTMENT / DIVISION	ANTICIPATED USAGE FOR 12 MONTHS
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360	Engineering & Public Works	\$ <u>10,000.00</u>
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DEPARTMENT TOTAL:	\$ <u>10,000.00</u>
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LIST ALL BUDGET LINES: 1201-360-2220, 1201-363-R004

USER DEPARTMENT SHALL CHECK THE FOLLOWING AS APPLICABLE:

- ☐ Exempt from EBO Ordinance. See PPM CW-O-043 Attachment 2 & Specify Exemption: \_\_\_\_\_
- ☐ Federal Funded Solicitation. Forms Required.
- ☒ EXERCISE RENEWAL Option. See Below \*
- ☐ RESOLICIT with changes/additions/deletions. (Use current contract/solicitation to mark changes). See Below \*
- ☐ DO NOT RENEW and provide reason in comments below. See Below \*
- \* With this Form K, Department shall complete & submit to Purchasing: (i) The OEBO Memo approving/denying Wavier of API(s) and (ii) if waiver is denied, a GSC Project Summary Worksheet with API Recommendation(s)

PROVIDE JUSTIFICATION FOR THE REQUESTED ANTICIPATED USAGE, REASON FOR NOT RENEWING, OR OTHER COMMENTS AS APPLICABLE:

ANNUAL MAINTENANCE ACCOUNT FOR BRIDGES AND ALONG PBC ROADWAYS.

Authorized Department Signature

11/21/2024

Date

PURCHASING USE ONLY:

CMA 680 19053RD

<input checked="" type="checkbox"/>	NO RENEWAL OPTIONS REMAIN. Attached is a copy of the current contract/solicitation. RENEWAL OPTIONS REMAINING _____, PER TERM # _____
Special Notes or Instructions	

**ALL FORMS RECEIVED AFTER THE SPECIFIED DUE DATE SHALL BE REVIEWED  
BY THE COUNTY ADMINISTRATOR**

FORM K

TERM CONTRACT EXPIRATION NOTICE  
ZERO DOLLAR USAGE

PAGE: 1 of 1

ISSUE DATE: June 10, 2024

LEAD DEPT: 580

TO:

County Cooperative Ext Serv

FROM:

Bridget Williams  
Purchasing Department

\*\*\*IMPORTANT\*\*\*

FAILURE TO RESPOND TO THIS NOTICE  
MAY IMPACT YOUR ABILITY TO PROCURE  
THE REFERENCED GOODS AND/OR  
SERVICES

RE: RENEW/RESOLICIT TERM CONTRACT:

CMA 680 19053RD

Please review your upcoming requirements regarding the above referenced contract, complete this form, provide supporting documentation as applicable, and return no later than: 2024.

On 12/16/2024, this contract for, **TREE REMOVAL SERVICES (COUNTYWIDE)** will expire. The Anticipated Usage for the renewal or new contract term **MUST** be indicated below. Additional Departments / Divisions may be listed manually.

The threshold amount of the original contract was \$ 271,000.00, which may be inclusive of all user departments. Please note that justification is required for all ANTICIPATED USAGE amounts.

AUTHORIZED DEPT / UNIT	DEPARTMENT / DIVISION	ANTICIPATED USAGE FOR 12 MONTHS
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310 County Cooperative Ext Serv

\$ 40,000.00

DEPARTMENT TOTAL:

\$ 40,000.00

LIST ALL BUDGET LINES:

USER DEPARTMENT SHALL CHECK THE FOLLOWING AS APPLICABLE:

- ☐ Exempt from EBO Ordinance. See PPM CW-O-043 Attachment 2 & Specify Exemption: \_\_\_\_\_
- ☐ Federal Funded Solicitation. Forms Required.
- ☒ EXERCISE RENEWAL Option. See Below \*
- ☐ RESOLICIT with changes/additions/deletions. (Use current contract/solicitation to mark changes). See Below \*
- ☐ DO NOT RENEW and provide reason in comments below. See Below \*
- \* With this Form K, Department shall complete & submit to Purchasing: (i) The OEBO Memo approving/denying Waiver of API(s) and (ii) if waiver is denied, a GSC Project Summary Worksheet with API Recommendation(s)

PROVIDE JUSTIFICATION FOR THE REQUESTED ANTICIPATED USAGE, REASON FOR NOT RENEWING, OR OTHER COMMENTS AS APPLICABLE:

*We anticipate using this amount as we have several trees we need removed*

*Melissa Allen*  
Authorized Department Signature

*11/24/24*  
Date

PURCHASING USE ONLY:

CMA 680 19053RD

<input checked="" type="checkbox"/>	NO RENEWAL OPTIONS REMAIN. Attached is a copy of the current contract/solicitation. RENEWAL OPTIONS REMAINING _____, PER TERM # _____
Special Notes or Instructions	

**ALL FORMS RECEIVED AFTER THE SPECIFIED DUE DATE SHALL BE REVIEWED  
BY THE COUNTY ADMINISTRATOR**

## FORM K

TERM CONTRACT EXPIRATION NOTICE  
ZERO DOLLAR USAGE

PAGE: 1 of 1

ISSUE DATE: June 10, 2024

LEAD DEPT: 580

TO: EVELIO BACALLAO  
Environmental Resources MgtFROM: Bridget Williams  
Purchasing Department

\*\*\*IMPORTANT\*\*\*

FAILURE TO RESPOND TO THIS NOTICE  
MAY IMPACT YOUR ABILITY TO PROCURE  
THE REFERENCED GOODS AND/OR  
SERVICES

RE: RENEW/RESOLICIT TERM CONTRACT: CMA 680 19053RD

Please review your upcoming requirements regarding the above referenced contract, complete this form, provide supporting documentation as applicable, and return no later than: **2024**.

On **12/16/2024**, this contract for, **TREE REMOVAL SERVICES (COUNTYWIDE)** will expire. The Anticipated Usage for the renewal or new contract term **MUST** be indicated below. Additional Departments / Divisions may be listed manually.

The threshold amount of the original contract was \$ **271,000.00**, which may be inclusive of all user departments. Please note that justification is required for all ANTICIPATED USAGE amounts.

AUTHORIZED DEPT / UNIT	DEPARTMENT / DIVISION	ANTICIPATED USAGE FOR 12 MONTHS
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380	Environmental Resources Mgt	\$
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DEPARTMENT TOTAL:	\$ 35,000
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LIST ALL BUDGET LINES: 1226 380 3162 3401

USER DEPARTMENT SHALL CHECK THE FOLLOWING AS APPLICABLE:

- ☐ Exempt from EBO Ordinance. See PPM CW-O-043 Attachment 2 & Specify Exemption: \_\_\_\_\_
- ☐ Federal Funded Solicitation. Forms Required.
- ☐ EXERCISE RENEWAL Option. See Below \*
- ☒ RESOLICIT with changes/additions/deletions. (Use current contract/solicitation to mark changes). See Below \*
- ☐ DO NOT RENEW and provide reason in comments below. See Below \*
- \* With this Form K, Department shall complete & submit to Purchasing: (i) The OEBO Memo approving/denying Waiver of API(s) and (ii) if waiver is denied, a GSC Project Summary Worksheet with API Recommendation(s)

PROVIDE JUSTIFICATION FOR THE REQUESTED ANTICIPATED USAGE, REASON FOR NOT RENEWING, OR OTHER COMMENTS AS APPLICABLE:

No changes. For tree removal around public use facilities and along firebreaks for public safety in our Natural Areas.

Laura

Laura Thompson  
I am approving this  
document

Thompson

2024.11.26 10:15:54-05'00'

Date

PURCHASING USE ONLY:

CMA 680 19053RD

<input checked="" type="checkbox"/>	NO RENEWAL OPTIONS REMAIN. Attached is a copy of the current contract/solicitation. RENEWAL OPTIONS REMAINING _____, PER TERM # _____
Special Notes or Instructions	

**ALL FORMS RECEIVED AFTER THE SPECIFIED DUE DATE SHALL BE REVIEWED  
BY THE COUNTY ADMINISTRATOR**

REVIEWED  
JHelago, 11/25/2024, 4:36:58 PM