



**SOLICITATION SIGNATURE PAGE**

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

Presented at GSC Meeting:

Department/Division Facilities Development and Operations/FMD

Project Name/Number Grounds Maintenance, North and West Region, Term Contract

Contract Manager Amanda Ray


Phone/ E-mail 561-233-2014 / alray@pbcgov.org

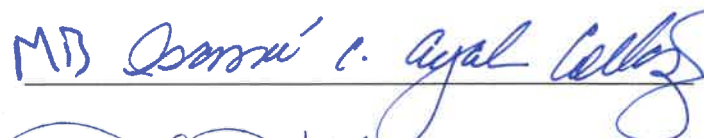
Estimated Date of Advertising TBD Estimated Dollar Value of Project \$2,325,000 (465k/yr)

Type of Solicitation IFB

**DEPARTMENT/DIVISION/OFFICE**

**SIGNATURE AND DATE**

Originating Department/Division  4/22/24

Department/Division Director  4/26/24

OEBO 

Goal Setting Committee Chairperson \_\_\_\_\_



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

ORIGINATING DEPARTMENT: FACILITIES DEVELOPMENT AND OPERATIONS

DATE: April 18, 2024

SOLICITATION NAME: GROUNDS MAINTENANCE, NORTH AND WEST REGION, TERM CONTRACT

PROJECT No.

TYPE OF SOLICITATION: IFB

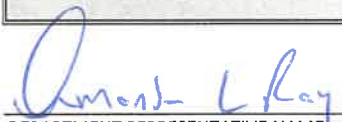
CATEGORY: GOODS & OTHER SERVICES

**AVAILABLE APIS:**

SBE Price Preference

**DEPARTMENT RECOMMENDED API:**

SBE Price Preference



DEPARTMENT REPRESENTATIVE NAME



DEPARTMENT REPRESENTATIVE SIGNATURE

4-22-24

**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



## Solicitation Review and API Recommendation

Department/Division Facilities Development & Operations  
Project Name/Number Grounds Maintenance, North and West Region, Term Contract  
Contract Manager Amanda L. Ray  
Phone/e-Mail 561-233-2014/ alray@pbcgov.org  
Estimated Date of Advertising TBD Estimated Dollar Value of Project \$2,325,000 (465k/year)  
Type of Solicitation IFB

The following steps have been taken in the review of the scope of services and terms:

### EARLY/FORMAL REVIEW\*

A review of the Terms and Conditions of the solicitation and contract has been reviewed and removed any language or conditions that may adversely impact S/M/WBE firms to respond.

Special contract requirements are included due to the following:

This solicitation has been reviewed to identify opportunities for De-Bundling or Aggregating to increase competition among S/M/WBE firms.

This solicitation review has considered and determined this contract is sized to maximize S/M/WBE participation in the bidding process. The following steps were taken:

Grounds maintenance contracts are set up into separate contracts/regions to allow vendors to bid on locations that they wish to service. This solicitation will include both North and West region; however, they will be solicited Lot-by-Lot to allow vendors to bid on one or both Lots depending on their capability.

- The following opportunities have been combined to increase the competition among S/M/WBE firms:

- The selection criteria will not unnecessarily restrict competition or adversely impact the ability for S/M/WBE firms to respond or participate as subcontractors. The following steps were taken:

- The project will be advertised for a minimum of 30 days unless where practical or for a longer period if required by state law.
- Researched relative availability for the particular good or service at the prime and subcontractor levels.
- Consult with department management which API will create maximum opportunity for S/M/WBEs or prepare Waiver.
- Complete Goal Setting form with backup documentation.
- The originating department has determined there are no S/M/WBE subcontracting opportunities and have included documentation associated with the **No API** recommendation on the Goal Setting Worksheet.
- Forward to the OEBO for review.
- If the OEBO agrees, submit to the Purchasing or Originating Department.
- If the OEBO disagrees, change and submit to Purchasing or Originating Department.

**MANDATORY REVIEW**

Complete Department Goal Setting Form, attach to Solicitation Document and forward to the OEBO for the Goal Setting Committee.

\*A Solicitation Signature Page should be attached and signed at each step of the review process.