



**SOLICITATION SIGNATURE PAGE**

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

Department/Division Parks & Recreation

Grounds Maintenance @ Various County Parks (17001D)

Project Name/Number \_\_\_\_\_

Contract Manager Nicki Murphy

Phone/ E-mail 561-966-6671/nmurphy@pbcgov.org

Estimated Date of Advertising \_\_\_\_\_ Estimated Dollar Value of Project 114,000

Type of Solicitation IFB - Goods & Other Services

**DEPARTMENT/DIVISION/OFFICE**

**SIGNATURE AND DATE**

Originating Department/Division

Nicki Murphy 7/27/21

Department/Division Director

Eric Lee 7-27-21

OEBO

Dodge

Goal Setting Committee Chairperson

\_\_\_\_\_



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

ORIGINATING DEPARTMENT: Parks And Recreation / Parks

DATE: July 23, 2021

SOLICITATION NAME: Grounds Maintenance

PROJECT No. 17001D

TYPE OF SOLICITATION: IFB

CATEGORY: GOODS & OTHER SERVICES

**AVAILABLE APIS:**

SBE Price Preference

**DEPARTMENT RECOMMENDED API:**

SBE Price Preference

Nicki Murphy

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**

**Grounds Maintenance, Mowing, Edging... (17005C)**

**CC: 98836**

					SBE	TOTAL FIRMS
					24	86
1	Arbor Tree & Land Inc.	SBE	White	Male	SBE	
2	1st National Outsourcing Property Maint	SMBE	Black	Male	Black	
3	Mack & Son LLC	SMBE	Black	Male	Black	
4	Ol'Man & Sons Inc.	SBE	White	Male	SBE	
5	A Quality Bushog Services Inc.	SBE	White	Female	SBE	
6	A Cut Above Landscape & Maintenance	SBE	White	Male	SBE	
7	Sod Unlimited Inc.	S/MBE	Black	Male	Black	
8	Scott Lewis Gardening & Trimming Inc.	SBE	White	Male	SBE	
9	Maia Lawn & Landscape Services	SMWBE	Hispanic	Female	Hispanic	
10	Palm Beach Landscape & Maintenance In	SWBE	White	Female	Female	
11	Vincent & Sons Landscaping Inc.	SBE	White	Male	SBE	
12	From Green to Greener Inc.	S/MBE	Black	Male	Black	
13	RG Landscaping Inc.	S/MBE	Hispanic	Male	Hispanic	
14	BG Lawn Care Services LLC	SMBE	Hispanic	Male	Hispanic	
15	Sustainscape Inc.	SBE	White	Female	SBE	
16	K & S Services of South Florida, Inc.	SBE	White	Female	SBE	
17	Fresh Start Maintenance Inc.	SBE	White	Male	SBE	
18	Victor M. Dove Sr.	S/MBE	Black	Male	Black	
19	Erica Thompson	S/MWBE	Black	Female	Female	
20	TNT Lawn Executives LLC	SMBE	Black	Male	Black	
21	Restoration Lawn Care & Pressure Cleani	SMBE	Black	Male	Black	
22	Legend Property Maintenance & Mgmt S	S/MBE	Black	Female	Black	
23	Florida Landscape Management LLC	SBE	White	Male	SBE	
24	John Curtis Jr.	SMBE	Black	Male	Black	
					SBE	10
					Black	9
					Hispanic	3
					Female	2

**PROCUREMENT CHECKLIST FOR EITHER AN  
INVITATION FOR BID (IFB) OR  
REQUEST FOR QUOTATION (RFQ)**

**FOR PURCHASING DEPARTMENT SOLICITATION OF  
NON-CONSTRUCTION RELATED GOODS AND SERVICES**

<b>PROJECT NAME:</b> Grounds Maintenance	
<b>PROJECT NUMBER:</b> 117001D	
<b>ESTIMATED AMOUNT:</b>	<b>DEPARTMENT:</b> Parks & Recreation
<b>PREPARED BY:</b> Dian Daley	
<b>AUTHORIZED SIGNATURE:</b> <i>Tom Landry</i>	<b>DATE:</b> 7/23/21

**CONFIRM THAT YOU HAVE DONE THE FOLLOWING BY COMPLETING THIS FORM AND CHECKING THE BOXES BELOW. SUBMIT THIS FORM TO THE PURCHASING DEPARTMENT. YOUR PROCUREMENT REQUEST SHALL NOT BE PROCESSED UNTIL THE FULLY COMPLETED FORM IS RECEIVED.**

A. Identify the Need	Task Required and Completed	
• The good or service required has been clearly defined	Yes <u>X</u>	No <u>    </u>
• The source of funding for the good or service has been determined <ul style="list-style-type: none"> <li>• Ad valorem funds – review PPM CW-L-008</li> <li>• Federal funds – review PPM CW-L-049</li> </ul>	Yes <u>X</u> Yes <u>    </u>	No <u>    </u> No <u>X</u>
• The estimated cost of the good or service has been verified to be less than \$100,000	Yes <u>X</u>	No <u>    </u>
• The estimated cost of the good or service has been verified to be equal to or greater than \$100,000	Yes <u>    </u>	No <u>X</u>
• The award shall be determined solely on lowest price	Yes <u>X</u>	No <u>    </u>
• The division of the good or service needs has been considered for SBE business opportunities	Yes <u>X</u>	No <u>    </u>

B. Specifications	Task Required and Completed	
• Minimum, salient requirements or specifications have been described in a clear and concise manner	Yes <u>X</u>	No <u>    </u>
• Specifications/requirements are based upon a justifiable County need – not on preference or bias	Yes <u>X</u>	No <u>    </u>
• Specifications will be submitted to the Purchasing Department <i>within five (5) business days of entering the requisition. Failure to do so will result in cancellation.</i>	Yes <u>X</u>	No <u>    </u>

C. Requisition Process=Advantage Financial System ("Advantage"), or Form K (when no renewals remain, department/vendor chose not to renew)	Task Required and Completed	
• Enter/Provide detailed description for good or service needed	Yes <u>X</u>	No <u>    </u>
• Enter/Provide estimated budget for the good or service	Yes <u>X</u>	No <u>    </u>
• Enter/Provide quantity of goods needed	Yes <u>X</u>	No <u>    </u>
• Enter/Provide delivery requirements	Yes <u>X</u>	No <u>    </u>
• <b>Enter correct commodity code(s)</b> utilizing <i>NIGP Commodity Codes</i> found on Purchasing's intranet site as well as on the <i>Commodity Table</i> in Advantage. <b>Correct commodity codes are necessary for:</b> <ul style="list-style-type: none"> <li>✓ Resource Manager approval, when applicable; and</li> <li>✓ To ensure that Vendors who are registered for specific commodities in Vendor Self Service ("VSS") receive notification of solicitations for said commodities</li> </ul>	Yes <u>X</u>	No <u>    </u>

	Task Required and Completed	
<ul style="list-style-type: none"> <li>If applicable, verify that the requisition has been routed to Resource Manager and that it has been approved</li> </ul>	Yes___	No <u>X</u>
<ul style="list-style-type: none"> <li>Enter <b>correct</b> Procurement Type Code (and CMA or KMA number, <i>when applicable</i>) found on Purchasing's intranet site as well as on the <i>Procurement Type</i> page in Advantage. The value and type of document will dictate which of the following is to be entered               <ul style="list-style-type: none"> <li>If need is repetitive = Term Contract = CRQM</li> <li>If need is one (1) time only = Purchase Order = CRQS</li> </ul> </li> </ul>	Yes <u>X</u> Yes___	No___ No <u>X</u>
<ul style="list-style-type: none"> <li>List complete, <b>correct and updated</b> manufacturer information, including part numbers when applicable</li> </ul>	Yes <u>X</u>	No___
<ul style="list-style-type: none"> <li>List the <b>correct</b> unit of measure - specifications must be able to be "measured" for compliance</li> </ul>	Yes <u>X</u>	No___
<ul style="list-style-type: none"> <li>List <b>correct</b> and necessary insurance requirements, when applicable – <b><i>I have consulted with Risk Management</i></b></li> </ul>	Yes___	No <u>X</u>
<ul style="list-style-type: none"> <li>List <b>correct</b> and necessary license requirements, when applicable – <b><i>I have consulted with Contractor Certification Division with all questions</i></b></li> </ul>	Yes___	No <u>X</u>
<ul style="list-style-type: none"> <li>List bond requirements, when applicable</li> </ul>	Yes___	No <u>X</u>
<ul style="list-style-type: none"> <li>Include any attachments, certifications, etc. that are required</li> </ul>	Yes___	No <u>X</u>
<ul style="list-style-type: none"> <li><b>I have reviewed all specifications and hereby certify they are accurate and correct</b></li> </ul>	Yes <u>x</u>	No___

D. Additional Solicitation Requirements	Task Required and Completed	
<b>Pre-Bid Conference</b> <ul style="list-style-type: none"> <li>Determine if necessary               <ul style="list-style-type: none"> <li>Non-mandatory Pre-Bid Conference = provide opportunity for vendor input and clarification</li> <li>Mandatory Pre-Bid Conference = ensures vendor understanding of project and attendance is mandatory. If a vendor (or representative of vendor) does not attend, their response will not be considered.</li> </ul> </li> </ul>	N/A Yes___ Yes___	No___ No___
<b>Site Inspection</b> <ul style="list-style-type: none"> <li>Determine if necessary               <ul style="list-style-type: none"> <li>Non-mandatory Site Inspection – knowledge of the project site is not crucial</li> <li>Mandatory Site Inspection – certain elements relating to the specifications or project site <b>must</b> be seen and further explained and attendance is mandatory. If a vendor (or representative of vendor) does not attend, the vendor cannot submit a response.</li> <li><b>Provide/contract for transportation of interested vendors</b></li> </ul> </li> </ul>	N/A Yes___ Yes___	No___ No___
<b>Advertising:</b> <ul style="list-style-type: none"> <li>Provide Purchasing with names and contacts of any specialty publication(s), if applicable</li> <li>Contact all known potential vendors with regard to advertised solicitation(s). Be inclusive – do not be selective.</li> </ul>	Yes___ Yes <u>X</u>	No <u>X</u> No___

E. Evaluation Responsibilities	Department Agrees to:
<b>User Department agrees:</b> <ul style="list-style-type: none"> <li>to provide technical evaluation of responses to solicitation</li> <li>to verify all references submitted with responses to solicitation</li> <li>to provide detailed justification if found non-responsible:               <ul style="list-style-type: none"> <li>✓ Establish that the response deviated from specifications</li> <li>✓ Bidder is not competent or is unreliable</li> <li>✓ For the good of the County, clear and compelling reason exists to deem bidder as non-responsible</li> <li>✓ Detailed justification is required for the record and in case a protest is submitted by an aggrieved bidder</li> </ul> </li> </ul>	Yes <u>X</u> Yes <u>X</u> Yes <u>X</u>