# PALM BEACH COUNTY OFFICE OF FQUAL INJUSINESS OPPORTUNITY SMALL BUSINESS IS BIG BUSINESS

# **SOLICITATION SIGNATURE PAGE**

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

| Department/Division        | Facilities Development & Operations/BusOps |   |  |  |  |  |  |
|----------------------------|--|---|--|--|--|--|--|
|                            | Grounds Mainte<br>Contract                 | enance for Central and South Region Locations, Term |  |  |  |  |  |
| Project Name/Numbe         | er   |   |  |  |  |  |  |
| Aı<br>Contract Manager     | manda L. Ray                               |   |  |  |  |  |  |
|                            | 233-2014                                   |   |  |  |  |  |  |
| Estimated Date of Ad       | TBD<br>vertising                           | \$345,000 Estimated Dollar Value of Project         |  |  |  |  |  |
| IF<br>Type of Solicitation | =B   |   |  |  |  |  |  |
| DEPARTMENT/DIVIS           | SION/OFFICE                                | SIGNATURE AND DATE                                  |  |  |  |  |  |
| Originating Departme       | nt/Division                                | 6-2-20  |  |  |  |  |  |
| Department/Division [      | Director                                   | My Army Work  |  |  |  |  |  |
| OEBO                       | •  | Derdy   |  |  |  |  |  |
| Goal Setting Committe      | ee Chairperson                             |   |  |  |  |  |  |

#### **GOAL SETTING**

#### Project Summary Worksheet Availability Adjustment/Weighting

ORIGINATING DEPARTMENT:

**Facilities Development and Operations** 

DATE: May 31, 2020

SOLICITATION NAME:

Grounds Maintenance for Central and South Region Locations, Term Contract

PROJECT No.

TYPE OF SOLICITATION:

IFR

CATEGORY:

**GOODS & OTHER SERVICES** 

SCOPE OF PROJECT:

CMA 15073D, Grounds Maintenance Services for South and Central Region Locations will be expiring 10/31/20 and a new solicitation is being prepared to replace it. The contract will be based on a fixed fer per location for services; an hourly rate for as needed services; and mulch at a per cubic yard. Services include, but are not limited to, mowing, trimming, weeding, fertilizing, mulch application, etc.

| COMMODITY  |  | ESTIMATED     | PERCENTAGE OF |
|------------|--|---------------|---------------|
| CODE       | PRIMARY DISCIPLINE/TRADE DESCRIPTION                         | COST          | PROJECT COST  |
| 98836      | Grounds Maintenance: Mowing, Edging, Plant (Not Tree) Trimmi | \$ 345,000.00 | 100.00%       |
|            |  |               | 0.00%         |
|            |  |               | 0.00%         |
|            |  |               | 0.00%         |
|            |  |               | 0.00%         |
|            |  |               | 0.00%         |
|            |  |               | 0.00%         |
| TILLY NEED |  |               | 0.00%         |
|            |  |               | 0.00%         |
|            |  |               | 0.00%         |
|            |  | \$345,000.00  | 100.00%       |

#### **AVAILABILITY**

|           |     |         |       |      | RACE/ET | HNICITY |      |                  |               | TOTAL FIRM | PERCENT OF WORK |
|-----------|-----|---------|-------|------|---------|---------|------|------------------|---------------|------------|-----------------|
| COMMODITY | SBE | WBE     | M/WBE | AABE | NABE    | HABE    | ABE  | Total<br>S/M/WBE | NON-<br>SMWBE |            |                 |
| 98836     | 7   | 2       | 14    | 8    |         | 4       |      | 21               | 60            | 81         | 100.00%         |
| 0         |     | AFT THE | 0     |      |         |         | - 31 | 0                | 0             |            | 0.00%           |
| 0         |     |         | 0     |      |         | -11     |      | 0                | 0             |            | 0.00%           |
| 0         |     |         | 0     |      |         |         |      | 0                | 0             |            | 0.00%           |
| 0         |     |         | 0     |      |         |         |      | 0                | 0             |            | 0.00%           |
| 0         |     |         | 0     |      |         |         |      | 0                | 0             |            | 0.00%           |
| 0         |     |         | 0     |      | t = 1   |         |      | 0                | 0             |            | 0.00%           |
| 0         |     |         | 0     |      |         |         |      | 0                | 0             |            | 0.00%           |
| 0         |     | 955     | 0     |      |         |         |      | 0                | 0             |            | 0.00%           |
| 0         |     |         | 0     |      |         |         |      | 0                | 0             |            | 0.00%           |
| Total     | 7   | 2       | 14    | 8    | 0       | 4       | 0    | 21               | 60            | 81         | 100,00%         |

| COMMODITY A | AVAILABIL | ITY       |         |         |         |         |         |         |         |                     | WEIGHT |
|-------------|-----------|-----------|---------|---------|---------|---------|---------|---------|---------|---------------------|--------|
|             |           | 12 - 13 y |         | 100000  |         | 7-1-6   |         | Total   | NON-    |                     |        |
| COMMODITY   | SBE       | WBE       | M/WBE   | AABE    | NABE    | HABE    | ABE     | S/M/WBE | SMWBE   | S. U.S. M.          |        |
| 98836       | 0.08642   | 0.02469   | 0.17284 | 0.09877 | 0.00000 | 0.04938 | 0.00000 | 0.25926 | 0.74074 | 1 1 1 1 1 1         | 1.000  |
| 0           | 0.00000   | 0.00000   | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 1                   | 0.000  |
| 0           | 0.00000   | 0.00000   | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 0.00000 | Section of the last | 0.000  |
| 0           | 0.00000   | 0.00000   | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 0.00000 |                     | 0.000  |
| 0           | 0.00000   | 0.00000   | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 0.00000 |                     | 0.000  |
| 0           | 0.00000   | 0.00000   | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 0.00000 |                     | 0.000  |
| 0           | 0.00000   | 0.00000   | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 1                   | 0.000  |
| 0           | 0.00000   | 0.00000   | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 0.00000 |                     | 0.000  |
| 0           | 0.00000   | 0.00000   | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 0.00000 |                     | 0.000  |
| 0           | 0.00000   | 0.00000   | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 0.00000 | 0.00000 |                     | 0.000  |
| TOTAL       | 0.08642   | 0.02469   | 0.17284 | 0.09877 | 0.00000 | 0.04938 | 0.00000 | 0.25926 | 0.74074 |                     |        |
| X1          | 8.64%     | 2.47%     | 17.28%  | 9.88%   | 0.00%   | 4.94%   | 0.00%   | 25.93%  | 74.07%  |                     |        |

#### YTD UTILIZATION:

| SBE | MBE | WBE | AABE | NABE | HABE | ABE |
|-----|-----|-----|------|------|------|-----|
|     |     |     |      |      |      |     |

# **GOAL SETTING**

## Project Summary Worksheet Availability Adjustment/Weighting

| ORIGINATING DEPARTMEN                     | NT: Facilities Development and Operations  | DATE: May 31, 2020     |
|---|--|------------------------|
| SOLICITATION NAME:                        | Grounds Maintenance for Central and South Region Locations, Term Contract  | PROJECT No.            |
| TYPE OF SOLICITATION:                     | IFB CATEGORY:  | GOODS & OTHER SERVICES |
| AVAILABLE APIs:                           |  |                        |
| SBE Price Preference                      |  |                        |
| DEPARTMENT RECOMME                        | NDED API:  |                        |
| SBE Price Preference                      |  |                        |
|   |  |                        |
|   |  |                        |
| In.                                       | 1(6  |                        |
| DEPARTMENT REPRESENTA                     | ATIVE NAME   |                        |
| - 4                                       |  | 6-2-20                 |
| DEPARTMENT REPRESENTA                     | ATIVE SIGNATURE  |                        |
| OEBO RECOMMENDED AP                       | l:   |                        |
|   |  |                        |
|   |  |                        |
|   |  |                        |
| OEBO REVIEWER NAME OEBO REVIEWER SIGNATUI | RE CONTRACTOR OF THE CONTRACTO |                        |
|   | O  |                        |
| GOAL SETTING COMMITTE                     | E DETERMINATION Ordinance Reference:   |                        |
|   |  |                        |
|   |  | GSC DATE:              |
| GOAL SETTING COMMITTE                     | E CHAIRPERSON NAME   |                        |
| GOAL SETTING COMMITTE                     | E CHAIRPERSON SIGNATURE  |                        |

| A PROPERTY AND A PARTY OF THE P | STORE STORE               |  | Search C                         | riteria | A STATE OF THE PARTY OF THE PAR | THE RESERVE     | E By |
|--|---------------------------|--|----------------------------------|---------|--|-----------------|------|
| Vendor   | ID: Contractions          | 6EV.CI   |                                  |         |  |                 |      |
| Company /D   | BA: Lecateurie            | es or tile in complete medity (see                                 |                                  |         |  | City(les):      | Sein |
| Commodity / Servi  | ces: √ (98836) Gro        | unds Maintenance: Mowing, Edging, Plant (Not Tre                   | ee) Trimmi                       | *       |  | Zip Code(s):    | Sel  |
| EBO Vendi  | ors: 🗹                    | Certification Type: ☐ SBE☐ S/WBE☐                                  | S/MBE & S/M/WBE                  |         |  | Business Owner: | fir  |
|  |                           | Gender: Female Male  |                                  |         |  | Race(s):        | 5el  |
| ge 1 of 1 (21 vendors)   |                           | Q Search Page Size: 25 V   | Search & Privit X Cro            | ~~~~    | e overally   |                 | -    |
|  |                           |  |                                  | ~~~~    | e overlay  |                 |      |
| ge 1 of 1 (21 vendors)   | r (98836) Grounds Mainten |  |                                  | esults  | lp Codu(s): 334  |                 | -    |
| ge 1 of 1 (21 vendors)   |                           | Page Size: 25 🗸  |                                  | esults  |  |                 |      |
| ge 1 of 1 (21 vendors)  Commodity / Services:  |                           | Page Size: 25 V ance Mowing Edging, Plant (Not Tree) Trimmi        |                                  | esults  |  |                 |      |
| ge 1 of 1 (21 vendors)  Commodity / Services:  | S. (2.1 II)               | Page Size: 25   ance Mowing Edging, Plant (Not Tree) Trimmil  Q.s. | Search Ro                        | esults  |  |                 |      |
| ge 1 of 1 (21 vendors)  Commodity / Services:  EBD Vendors:  | S. (2.1 II)               | Page Size: 25   ance Mowing Edging, Plant (Not Tree) Trimmal 1     | Search Ro<br>T<br>Search ★ Class | esults  | lp Coda(s): - 334  |                 |      |



# **Solicitation Review and API Recommendation**

| Department/Division Facilities Development & Operations/BusOps  |              |  |  |  |  |  |
|---|--------------|--|--|--|--|--|
| Project Name/Number Grounds Maintenance for Central and South Region Locations, Ten   | m 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 \$345,000   |              |  |  |  |  |  |
| 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 removed any language or conditions that may adversely impact S/M/WBE firms to re |              |  |  |  |  |  |
| Special contract requirements are included due to the following:  |              |  |  |  |  |  |
|   |              |  |  |  |  |  |
|   |              |  |  |  |  |  |
|   |              |  |  |  |  |  |
|   |              |  |  |  |  |  |
|   |              |  |  |  |  |  |
|   |              |  |  |  |  |  |
|   |              |  |  |  |  |  |
| This solicitation has been reviewed to identify opportunities for De-Bundling or Ag increase competition among S/M/WBE firms.                                   | gregating to |  |  |  |  |  |
| This solicitation review has considered and determined this contract is sized to S/M/WBE participation in the bidding process. The following steps were taken:  | o maximize   |  |  |  |  |  |
| Lot-by-Lot Award  |              |  |  |  |  |  |
|   |              |  |  |  |  |  |
|   |              |  |  |  |  |  |
|   |              |  |  |  |  |  |
|   |              |  |  |  |  |  |
|   |              |  |  |  |  |  |

|          | 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.   |
| <b>/</b> | Researched relative availability for the particular good or service at the prime and subcontractor levels.  |
| <b>/</b> | Consult with department management which API will create maximum opportunity for S/M/WBEs or prepare Waiver.  |
| <b>'</b> | 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 <b>No API</b> recommendation on the Goal Setting Worksheet. |
| 1        | Forward to the OEBO for review.   |
| <b>'</b> | If the OEBO agrees, submit to the Purchasing or Originating Department.   |
| <b>V</b> | 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.

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