



Alachua County, Florida

Procurement

Theodore "TJ" White, Jr. CPPB, Procurement Manager
County Administration Building, Gainesville, FL 32601
(352) 374-5202

EXECUTIVE SUMMARY

ITB No. 25-43-MB

Annual Landscaping and Grounds Maintenance Services

RESPONSE DEADLINE: July 10, 2024 at 2:00 pm

Friday, September 6, 2024

SOLICITATION OVERVIEW

| | |
|----------------------------|---|
| Project Title | Annual Landscaping and Grounds Maintenance Services |
| Project ID | 25-43-MB |
| Project Type | Invitation To Bid |
| Release Date | June 12, 2024 |
| Due Date | July 10, 2024 |
| Procurement Agent | Markisha Boykin, NIGP-CPP, CPPB |
| Project Description | <p>Alachua County Board of County Commissioners (BoCC), through the Facilities Management Department (FM), is seeking to establish a comprehensive contract for Annual Landscaping and Lawn Maintenance Services. The purpose of this bid is to procure a vendor capable of delivering high-quality services to ensure the upkeep and aesthetic appeal of the county's properties. Alachua County encompasses a diverse range of urban landscapes necessitating a skilled contractor with the capacity to meet the specific requirements outlined in the solicitation documents.</p> <p>The Scope of Work outlined in this bid serves to solicit proposals from qualified vendors interested in providing Annual Landscaping and Lawn Maintenance Services for Alachua County. The selected vendor will be responsible for completing all scheduled projects listed in the Bid Form, as well as any Additional Services required by the Facilities Management Department related to landscaping and lawn maintenance. This bid emphasizes the importance of quality assurance and property management, requiring the contractor to uphold first-class workmanship standards and maintain a clean and organized work area at all times. The provisions outlined in this Scope of Work supplement and modify the Instructions to Bidders and Terms and Conditions, ensuring clarity and consistency in the procurement process.</p> |

Introduction

EXECUTIVE SUMMARY

ITB No. 25-43-MB

Annual Landscaping and Grounds Maintenance Services

Summary

Alachua County Board of County Commissioners are requesting the submission of Bids for 25-43-MB Annual Landscaping and Grounds Maintenance Services.

The following apply to this Invitation to Bid (ITB): [Introduction](#), [Instruction to Bidders](#), [Terms and Conditions](#), [Insurance](#), [Scope of Services](#), [Attachments](#), [Sample Agreement](#), [Submittals](#), and [ITB Pricing Form](#). Specifications and supplementary documents are essential parts of the ITB and requirements occurring in one are as binding as though occurring in all.

Services, as defined herein, are to include all labor, materials, supplies and equipment in accordance with the terms, conditions, and specifications set forth within this solicitation.

Bidder must be qualified and fully capable of performing the required Services while adhering to all laws, specifications, procedures, protocols, applicable guidance, and industry best practices.

Alachua County Board of County Commissioners (BoCC), through the Facilities Management Department (FM), is seeking to establish a comprehensive contract for Annual Landscaping and Lawn Maintenance Services. The purpose of this bid is to procure a vendor capable of delivering high-quality services to ensure the upkeep and aesthetic appeal of the county's properties. Alachua County encompasses a diverse range of urban landscapes necessitating a skilled contractor with the capacity to meet the specific requirements outlined in the solicitation documents.

The Scope of Work outlined in this bid serves to solicit proposals from qualified vendors interested in providing Annual Landscaping and Lawn Maintenance Services for Alachua County. The selected vendor will be responsible for completing all scheduled projects listed in the Bid Form, as well as any Additional Services required by the Facilities Management Department related to landscaping and lawn maintenance. This bid emphasizes the importance of quality assurance and property management, requiring the contractor to uphold first-class workmanship standards and maintain a clean and organized work area at all times. The provisions outlined in this Scope of Work supplement and modify the Instructions to Bidders and Terms and Conditions, ensuring clarity and consistency in the procurement process.

Background

Location: Alachua County is located in North Central Florida. The County government seat is situated in Gainesville. Gainesville is located 70 miles southwest of Jacksonville, 129 miles southeast of Tallahassee, 140 miles northeast of Tampa - St. Petersburg and 109 miles northwest of Orlando. Alachua County has a population of over 250,000 and a regional airport. The County itself consists of a total area of 969 square miles.

Form of Government: Alachua County is governed by a Board of five (5) elected County Commissioners and operates under the established County Manager Charter form of government. In addition to the five County Commissioners, there are five elected Constitutional Officers: Supervisor of Elections, Sheriff, Clerk of the Court, Tax Collector, and the Property Appraiser. The Alachua County Attorney also reports to the Board.

Contact Information

Markisha Boykin, NIGP-CPP, CPPB
Procurement Agent III
Email: mboykin@alachuacounty.us
Phone: [\(352\) 384-3092](tel:(352)384-3092)
Department:
Facilities Management

Timeline

| | |
|---|---|
| Solicitation Release Date | June 12, 2024 |
| Pre-Proposal Meeting (Mandatory) | June 21, 2024, 9:00am Tax Collector's Office - NW Branch 5830 NW 34th Blvd Gainesville, FL 32653 |
| Question Submission Deadline | June 30, 2024, 12:00am |
| Solicitation Submission Deadline | July 10, 2024, 2:00pm |

EXECUTIVE SUMMARY

ITB No. 25-43-MB

Annual Landscaping and Grounds Maintenance Services

| | |
|--|--|
| <p>Solicitation Opening – Teams Meeting</p> | <p>July 10, 2024, 2:00pm The scheduled solicitation opening will occur via Teams Meeting; the information to join is provided below. Attendance (live viewing) of the bid opening is not required.</p> <p>Join Microsoft Teams meeting Join on your computer, mobile app or room device:</p> <p>https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTQyYzk5YzMtZDc4ZS00N2lxLTljMWUtMjAwNTQwN2NjNTNi%40thread.v2/0?context=%7b%22Tid%22%3a%2290fc851d-766d-4d7b-a09c-bfbf1d2dac94%22%2c%22Oid%22%3a%22c82ab8e7-6ee1-4cd5-9191-4aa322a1828f%22%7d</p> <p>Meeting ID: 259 625 692 241 Passcode: yX9G3Q Or call in (audio only) +1 469-998-7938,,366862554# United States, Dallas Phone Conference ID: 366 862 554#</p> <p>If you have a disability and need an accommodation in order to participate, please contact the Alachua County ADA Coordinator at ADA@alachuacounty.us or Equal Opportunity Office at 352-374-5275 at least 7 business days prior to the event. If you are unable to notify the Office prior to the event, please inform an Alachua County employee that you need assistance. TDD/TTY users, please call 711 (Florida Relay Service)</p> |
|--|--|

SOLICITATION STATUS HISTORY

| Date | Changed To | Changed By |
|----------------------|------------|---------------------------------|
| May 24, 2024 3:01 PM | Draft | Markisha Boykin, NIGP-CPP, CPPB |
| May 24, 2024 3:26 PM | Review | Markisha Boykin, NIGP-CPP, CPPB |

EXECUTIVE SUMMARY

ITB No. 25-43-MB

Annual Landscaping and Grounds Maintenance Services

| Date | Changed To | Changed By |
|-----------------------|--------------|---------------------------------|
| Jun 12, 2024 11:20 AM | Final | Markisha Boykin, NIGP-CPP, CPPB |
| Jun 12, 2024 11:20 AM | Post Pending | Markisha Boykin, NIGP-CPP, CPPB |
| Jun 12, 2024 11:30 AM | Open | OpenGov Bot |
| Jul 10, 2024 2:00 PM | Pending | OpenGov Bot |
| Jul 17, 2024 2:52 PM | Evaluation | Markisha Boykin, NIGP-CPP, CPPB |

PROPOSALS RECEIVED

| Status | Vendor | Contact Info | Submission Date |
|--------------|-------------------------------------|---|-----------------------|
| Submitted | Boone improvements inc | Ryan Boone booneimprovement@aol.com | Jul 9, 2024 5:26 PM |
| Submitted | Groundtek Landscaping LLC | Colby Gamble groundteklandscape@gmail.com (386) 678-1223 | Jul 10, 2024 12:09 PM |
| Submitted | KELLY KLEAN, LLC | SHARON DOLBY kellykutklean1@gmail.com (904) 397-0760 | Jul 8, 2024 10:47 AM |
| Submitted | Southern Brothers Landscaping, LLC | Valerie Bradham bids@southernbrotherslandscape.com (386) 365-1370 | Jun 30, 2024 2:59 PM |
| Submitted | Southern Lawn Care Mid Florida Inc. | Tim McQuaig kawboy32x@gmail.com (352) 304-3921 | Jul 8, 2024 12:51 PM |
| Disqualified | NIPP & CLIPP LAWN CARE,L.L.C. | Clifton Wallace cliftonwallace059@gmail.com | Jul 8, 2024 9:39 PM |

VENDOR QUESTIONNAIRE PASS/FAIL

| Question Title | Boone improvements inc | Groundtek Landscaping LLC | KELLY KLEAN, LLC | Southern Brothers Landscaping, LLC |
|------------------------------|------------------------|---------------------------|------------------|------------------------------------|
| Submittal Confirmation | Pass | Pass | Pass | Pass |
| Mandatory Pre-Bid Attendance | Pass | Pass | Pass | Pass |
| Corporate Resolution | Pass | Pass | Pass | Pass |
| State Compliance | Pass | Pass | Pass | Pass |

EXECUTIVE SUMMARY

ITB No. 25-43-MB

Annual Landscaping and Grounds Maintenance Services

| Question Title | Boone improvements inc | Groundtek Landscaping LLC | KELLY KLEAN, LLC | Southern Brothers Landscaping, LLC |
|--|------------------------|---------------------------|------------------|------------------------------------|
| Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request | Pass | Pass | Pass | Pass |
| Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request | Pass | Pass | Pass | Pass |
| Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request | No Response | No Response | No Response | No Response |
| Option 1: Company is an Alachua County Certified Small Business Enterprise. | Pass | Pass | Pass | Pass |
| SBE Certificate | No Response | No Response | No Response | No Response |
| Option 2: I certify that our Company will perform ALL work and that no subcontractors will be utilized for this bid. | Pass | Pass | Pass | Pass |
| Option 3: SBE Participation. | Pass | Pass | Pass | Pass |
| Option 4: SBE Good Faith Effort. | Pass | Pass | Pass | Pass |
| Alachua County Government Minimum Wage (GMW) | Pass | Pass | Pass | Pass |
| DRUG FREE WORKPLACE | Pass | Pass | Pass | Pass |
| Vendor Eligibility | Pass | Pass | Pass | Pass |

EXECUTIVE SUMMARY

ITB No. 25-43-MB

Annual Landscaping and Grounds Maintenance Services

| Question Title | Boone improvements inc | Groundtek Landscaping LLC | KELLY KLEAN, LLC | Southern Brothers Landscaping, LLC |
|--|------------------------|---------------------------|------------------|------------------------------------|
| List all subcontractor's being utilized on this BID, (NON-SBE) IF no sub contractor are being utilized respond N/A | Pass | Pass | Pass | Pass |
| Responsible Agent | Pass | Pass | Pass | Pass |
| Number of years in this type of service? | Pass | Pass | Pass | Pass |
| Number of years licensed in Alachua County? | Pass | Pass | Pass | Pass |
| How many employees "ON THE JOB" each week? | Pass | Pass | Pass | Pass |
| Number of employees "ON CALL" each week? | Pass | Pass | Pass | Pass |
| Major Equipment | Pass | Pass | Pass | Pass |
| Do you currently hold any municipality contracts? | Pass | Pass | Pass | Pass |
| If you indicated yes to holding municipality contracts please list them below: | Pass | Pass | Pass | Pass |
| References | Pass | Pass | Pass | Pass |
| Are your employees screened by: | Pass | Pass | Pass | Pass |
| Cancelled or Termination | Pass | Pass | Pass | Pass |
| Cancellation and Termination | Pass | Pass | Pass | Pass |
| What constitutes your normal business days and working hours? | Pass | Pass | Pass | Pass |

EXECUTIVE SUMMARY

ITB No. 25-43-MB

Annual Landscaping and Grounds Maintenance Services

| Question Title | Boone improvements inc | Groundtek Landscaping LLC | KELLY KLEAN, LLC | Southern Brothers Landscaping, LLC |
|---|------------------------|---------------------------|------------------|------------------------------------|
| Describe below, the Bidder's operational plan for providing the Services to Alachua County. | Pass | Pass | Pass | Pass |
| Conflict of Interest | Pass | Pass | Pass | Pass |
| Acknowledgement of Requirements | Pass | Pass | Pass | Pass |

| Question Title | Southern Lawn Care Mid Florida Inc. |
|--|-------------------------------------|
| Submittal Confirmation | Pass |
| Mandatory Pre-Bid Attendance | Pass |
| Corporate Resolution | Pass |
| State Compliance | Pass |
| Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request | Pass |
| Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request | Pass |
| Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request | No Response |
| Option 1: Company is an Alachua County Certified Small Business Enterprise. | Pass |
| SBE Certificate | No Response |
| Option 2: I certify that our Company will perform ALL work and that no subcontractors will be utilized for this bid. | Pass |
| Option 3: SBE Participation. | Pass |
| Option 4: SBE Good Faith Effort. | Pass |
| Alachua County Government Minimum Wage (GMW) | Pass |
| DRUG FREE WORKPLACE | Pass |
| Vendor Eligibility | Pass |
| List all subcontractor's being utilized on this BID, (NON-SBE) IF no sub contractor are being utilized respond N/A | Pass |
| Responsible Agent | Pass |
| Number of years in this type of service? | Pass |
| Number of years licensed in Alachua County? | Pass |
| How many employees "ON THE JOB" each week? | Pass |

EXECUTIVE SUMMARY

ITB No. 25-43-MB

Annual Landscaping and Grounds Maintenance Services

| Question Title | Southern Lawn Care Mid Florida Inc. |
|---|-------------------------------------|
| Number of employees "ON CALL" each week? | Pass |
| Major Equipment | Pass |
| Do you currently hold any municipality contracts? | Pass |
| If you indicated yes to holding municipality contracts please list them below: | Pass |
| References | Pass |
| Are your employees screened by: | Pass |
| Cancelled or Termination | Pass |
| Cancellation and Termination | Pass |
| What constitutes your normal business days and working hours? | Pass |
| Describe below, the Bidder's operational plan for providing the Services to Alachua County. | Pass |
| Conflict of Interest | Pass |
| Acknowledgement of Requirements | Pass |

QUESTIONS AND ANSWERS

Approved, Unanswered Questions

Approved, Answers Provided

1. Retaining ponds

Jun 17, 2024 10:05 AM

Question: Are the retaining ponds (if the property has them) included to be cut/ maintained?

Jun 17, 2024 10:05 AM

Answered by Patrick Thomas: No

Jun 18, 2024 11:26 AM

2. Property lines

Jun 17, 2024 10:04 AM

Question: For the Ag/auditorium property in Newberry is the area near the barns included for mowing?

Jun 17, 2024 10:04 AM

Answered by Patrick Thomas: No

Jun 18, 2024 11:26 AM

3. No subject

Jun 18, 2024 11:38 AM

Question: Can you please provide the last awarded contract amount for this project?

Jun 18, 2024 11:38 AM

Answered by Markisha Boykin, NIGP-CPP, CPPB: This is a new solicitation. There is no previous award.

Jun 20, 2024 2:42 PM

4. mowing areas

Jun 18, 2024 12:29 PM

Question: Do you have a map of the actual mowing areas as opposed to an aerial maps that were included?

Jun 18, 2024 12:29 PM

Answered by Markisha Boykin, NIGP-CPP, CPPB: Please refer to Notice #1 for updated maps.

Jun 20, 2024 2:42 PM

ADDENDA & NOTICES

ADDENDA ISSUED:

No Addenda issued.

NOTICES ISSUED:

Notice #1

Jun 20, 2024 2:42 PM

The attachments in reference to question #4.

Attachments:

· [Updated Maps/](#)

Notice #2

Jun 21, 2024 11:14 AM

Please see the attached document.

Attachments:

· [Alachua County Mandatory Pre-BidQuote Meeting Attendance Record](#)

Notice #3

Aug 21, 2024 4:00 PM

RECOMMENDATION:

The Board approve the bid award to Southern Lawn Care Mid Florida, Inc., as the lowest, most responsive, and responsible vendor and Southern Brothers Landscaping, LLC, as the second most lowest, most responsive, and responsible vendor.

The actual ITB award is subject to the appropriate signature authority identified in the Procurement Code.

Attachments:

· [ITA 25-43-MB Annual Landscaping and Grounds Maintenance Services - Combined Final](#)

EVALUATION

SELECTED VENDOR TOTALS

| Vendor | Total |
|-------------------------------------|--------------|
| Southern Lawn Care Mid Florida Inc. | \$15,097.00 |
| Southern Brothers Landscaping, LLC | \$60,295.00 |
| KELLY KLEAN, LLC | \$99,388.96 |
| Groundtek Landscaping LLC | \$117,132.00 |
| Boone improvements inc | \$117,925.00 |

SERVICES

| Vendor | Total |
|-------------------------------------|--------------|
| Southern Lawn Care Mid Florida Inc. | \$15,000.00 |
| Southern Brothers Landscaping, LLC | \$60,000.00 |
| KELLY KLEAN, LLC | \$99,267.96 |
| Groundtek Landscaping LLC | \$116,892.00 |
| Boone improvements inc | \$117,600.00 |

ADDITIONAL SERVICES

EXECUTIVE SUMMARY

ITB No. 25-43-MB

Annual Landscaping and Grounds Maintenance Services

Additional services or locations will be proposed using the following hourly rates. Not all rates must be bid, only bid rates applicable to your company.

| Vendor | Total |
|-------------------------------------|----------|
| Southern Lawn Care Mid Florida Inc. | \$97.00 |
| KELLY KLEAN, LLC | \$121.00 |
| Groundtek Landscaping LLC | \$240.00 |
| Southern Brothers Landscaping, LLC | \$295.00 |
| Boone improvements inc | \$325.00 |