



# Alachua County Budget and Fiscal Services Procurement

Theodore "TJ" White, Jr. CPPB  
Procurement Manager

Thomas J. Rouse  
Contracts Supervisor

June 13, 2025

## **MEMORANDUM**

**To:** Theodore "TJ" White, Jr. CPPB, Procurement Manager

**From:** Mandy Mullins, Procurement Agent *MM*

**Subject:** **INTENT TO AWARD**  
**ITB 26-138-MM Annual Wood Waste Processing**

Solicitation Deadline: 2:00 PM, May 21, 2025  
Solicitation Notifications View Count: 636 Vendors  
Solicitations Downloads: 26 Vendors  
Solicitations Submissions: 2 Vendors

### **Vendor:**

Florida Agri Manufacturing LLC  
Sarasota, FL 34240  
*\*Withdraw Bid*

Gaston Tree Debris Recycling, LLC  
Gainesville, FL 32653

### **RECOMMENDATION:**

The Board to approve the bid award to Gaston Tree Debris Recycling, LLC, as the lowest, most responsive, and responsible Vendor.

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

*TJ White*  
TJ White (Jun 18, 2025 08:52 EDT)  
Approved  
Theodore "TJ" White, Jr., CPPB  
Procurement Manager

06/18/25  
Date

TW/mm

### **Vendor Complaints or Grievances; Right to Protest**

Unless otherwise governed by state or Federal law, this part shall govern the protest and appeal of Procurement decisions by the County. As used in Part A of Article 9 of the Procurement Code, the term "Bidder" includes anyone that submits a response to an invitation to bid or one who makes an offer in response to a solicitation (e.g., ITB, RFP, ITN), and is not limited solely to one that submits a bid in response to an Invitation to Bid (ITB).

- (1) *Notice of Solicitations and Awards.* The County shall provide notice of all solicitations and awards by electronic posting in accordance with the procedures and Florida law.
- (2) *Solicitation Protest.* Any prospective Bidder may file a solicitation protest concerning a solicitation.
  - (a) *Basis of the Solicitation Protest:* The alleged basis for a solicitation protest shall be limited to the following:
    - i. The terms, conditions or specifications of the solicitation are in violation of, or are inconsistent with this Code, Florida Statutes, County procedures and policies, or the terms of the solicitation at issue, including but not limited to the method of evaluating, ranking or awarding of the solicitation, reserving rights of further negotiations, or modifying or amending any resulting contract; or
    - ii. The solicitation instructions are unclear or contradictory.
  - (b) *Timing and Content of the Solicitation Protest:* The solicitation protest must be in writing and must be received by the Procurement Manager, [twhite@alachuacounty.us](mailto:twhite@alachuacounty.us) by no later than the solicitation's question submission deadline. Failure to timely file a solicitation protest shall constitute a total and complete waiver of the Bidder's right to protest or appeal any solicitation defects, and shall bar the Bidder from subsequently raising such solicitation defects in any subsequent Award Protest, if any, or any other administrative or legal proceeding. In the event a solicitation protest is timely filed, the protesting party shall be deemed to have waived any and all solicitation defects that were not timely alleged in the protesting party's solicitation protest, and the protesting party shall be forever barred from subsequently raising or appealing said solicitation defects in a subsequent award protest, if any, or any other administrative or legal proceeding. The solicitation protest must include, at a minimum, the following information:
    - i. The name, address, e-mail and telephone number of the protesting party;
    - ii. The solicitation number and title;
    - iii. Information sufficient to establish that the protesting party has legal standing to file the solicitation Protest because:
      1. It has a substantial interest in and is aggrieved in connection with the solicitation; and
      2. That the protesting party is responsive, in accordance with the criteria set forth in the solicitation, unless the basis for the Solicitation Protest alleges that the criteria set forth in the solicitation is defective, in which case the protesting party must demonstrate that it is responsible in accordance with the criteria that the protesting party alleges should be used;
    - iv. A detailed statement of the basis for the protest;
    - v. References to section of the Code, Florida Statutes, County policies or procedure or solicitation term that the protesting party alleges have been violated by the County or that entitles the protesting party to the relief requested;
    - vi. All supporting evidence or documents that substantiate the protesting party's alleged basis for the protest; and
    - vii. The form of the relief requested.
  - (c) *Review and Determination of Protest:* If the Solicitation Protest is not timely, the Procurement Manager shall notify the protesting party that the Solicitation Protest is untimely and, therefore, rejected. The Procurement Manager shall consider all timely Solicitation Protests and may conduct any inquiry that the Procurement Manager deems necessary to make a determination regarding a protest. The Procurement Manager shall issue a written determination granting or denying the protest. The written determination shall contain a concise statement of the basis for the determination.

- (d) *Appeal*: If the protesting party is not satisfied with the Procurement Manager's determination, the protesting party may appeal the determination to the County Manager by filing a written appeal, which sets forth the basis upon which the appeal is based, including all supporting documentation. The scope of the appeal shall be limited to the basis alleged in the Solicitation Protest. The appeal must be filed with the Procurement Manager within five business days of the date on which the Procurement Manager's written determination was sent to the protesting party. Failure to timely file an appeal shall constitute a waiver of the protesting party's rights to an appeal of the Procurement Manager's determination, and the protesting party shall be forever barred from subsequently raising or appealing said Solicitation defects in a subsequent award protest, if any, or any other administrative or legal proceeding. After considering the appeal, the County Manager must determine whether the solicitation should stand, be revised, or be cancelled, and issue a written determination and provide copies of the determination to the protesting party. The determination of the County Manager shall be final and not subject to further appeal under this code.
- (3) *Award Protest*. Any Bidder who is not the intended awardee and who claims to be the rightful awardee may file an award protest. However, an award protest is not valid and shall be rejected for lack of standing if it does not demonstrate that the protesting party would be awarded the Solicitation if its protest is upheld.
- (a) *Basis of the Award Protest*: The alleged basis for an Award Protest shall be limited to the following:
- i. The protesting party was incorrectly deemed non-responsive due to an incorrect assessment of fact or law;
  - ii. The County failed to substantively follow the procedures or requirements specified in the solicitation documents, except for minor irregularities that were waived by the County in accordance with this Code, which resulted in a competitive disadvantage to the protesting party; and
  - iii. The County made a mathematical error in evaluating the responses to the solicitation, resulting in an incorrect score and not *protesting party not being selected for award*.
- (b) *Timing and Content of the Award Protest*: The Award Protest must be in writing and must be received by the Procurement Manager, [twhite@alachuacounty.us](mailto:twhite@alachuacounty.us) by no later than 3:00 PM on the third business day after the County's proposed Award decision was posted by the County. Failure to timely file an Award Protest shall constitute a total and complete waiver of the Bidder's right to protest or appeal the County's proposed Award decision in any administrative or legal proceeding. In the event an Award Protest is timely filed, the protesting party shall be deemed to have waived any and all proposed Award defects that were not timely alleged in the protesting party's Award Protest, and the protesting party shall be forever barred from subsequently raising or appealing said Award defects in any administrative or legal proceeding. The Award Protest must include, at a minimum, the following information:
- i. The name, address, e-mail and telephone number of the protesting party;
  - ii. The Solicitation number and title;
  - iii. Information sufficient to establish that the protesting party's response was responsive to the Solicitation;
  - iv. Information sufficient to establish that the protesting party has legal standing to file the Solicitation Protest because:
    1. The protesting party submitted a response to the Solicitation or other basis for establishing legal standing;
    2. The protesting party has a substantial interest in and is aggrieved in connection with the proposed Award decision; and
    3. The protesting party, and not any other bidder, should be awarded the Solicitation if the protesting party's Award Protest is upheld.
  - v. A detailed statement of the basis for the protest;
  - vi. References to section of the Code, Florida Statutes, County policies or procedure or solicitation term that the protesting party alleges have been violated by the County or that entitles the protesting party to the relief requested;

- vii. All supporting evidence or documents that substantiate the protesting party's alleged basis for the protest; and
- viii. The form of the relief requested.

(c) *Review and Determination of Protest:* If the Award Protest is not timely, the Procurement Manager shall notify the protesting party that the Award Protest is untimely and, therefore, rejected. The Procurement Manager shall consider all timely Award Protests and may conduct any inquiry that the county Procurement Manager deems necessary to resolve the protest by mutual agreement or to make a determination regarding the protests. The Procurement Manager shall issue a written determination granting or denying each protest. The written determination shall contain a concise statement of the basis for the determination.

(d) Appeal:

- i. If the protesting party is not satisfied with the Procurement Manager's determination, the protesting party may appeal the determination to the County Manager by filing a written appeal, which sets forth the basis upon which the appeal is based. The scope of the appeal shall be limited to the basis alleged in the award protest. The appeal must be filed with the Procurement Manager within five business days of the date on which the Procurement Manager's written determination was mailed to the protesting party. Failure to timely file an appeal shall constitute a waiver of the protesting party's rights to an appeal of the Procurement Manager's determination, and the protesting party shall be forever barred from subsequently raising or appealing said award defects in any administrative or legal proceeding.
- ii. After reviewing the appeal, the County Manager will issue a written final determination and provide copies of the determination to the protesting party. Prior to issuing a final determination, the County Manager, in his or her discretion, may direct a hearing officer, or magistrate, to conduct an administrative hearing in connection with the protest and issue findings and recommendations to the County Manager. Prior to a hearing, if held, the Procurement Manager must file with the hearing officer the protest, any background information, and his or her written determination. The protesting party and the County shall equally share the cost of conducting any hearing, including the services of the hearing officer. If applicable, the County Manager may wait to issue a written final determination until after receipt of the findings and recommendations of the hearing officer. The determination of the County Manager shall be final and not subject to further appeal under this code.

(4) *Burden of Proof:* Unless otherwise provide by Florida law, the burden of proof shall rest with the protesting party.

(5) *Stay of Procurements during Protests.* In the event of a timely protest, the County shall not proceed further with the solicitation or with the award of the contract until the Procurement Manager, after consultation with the head of the using department, makes a written determination that the award of the solicitation without delay is:

- (a) Necessary to avoid an immediate and serious danger to the public health, safety, or welfare;
- (b) Necessary to avoid or substantial reduce significant damage to County property;
- (c) Necessary to *avoid or substantially reduce interruption of essential County Services; or;*
- (d) Otherwise in the best interest of the public.



# Alachua County Solid Waste & Resource Recovery

Gus Olmos, P.E. Director  
[gus@alachuacounty.us](mailto:gus@alachuacounty.us)  
Tel: 352-548-1282

## MEMORANDUM

June 13, 2025

To: Theodore "TJ" White, Jr., Procurement Manager

From: Gus Olmos, P.E., Director

Subject: Recommendation for Award of ITB 26-138MM, Annual Wood Waste Processing

The Solid Waste & Resource Recovery Department has reviewed the responses to ITB 26-138MM, Annual Wood Waste Processing, and has determined that the bid was compliant with the bid documents and instructions. Based on our review, it is our recommendation that the bid be awarded to Gaston's Tree Service LLC. This recommendation is based on price, responsiveness to bid requirements, industry experience, and references.

The agreement is to begin October 1, 2025, and continue through September 30, 2026. The County has the option to renew the Agreement for two (2) additional two (2) year periods at the same terms and conditions outlined in the Agreement.

Please let me know if you have any questions or need additional information.

cc: Mandy Mullins  
Allen Betz



Alachua County, Florida

## Procurement

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

### EXECUTIVE SUMMARY

ITB No. ITB 26-138-MM

Annual Wood Waste Processing

RESPONSE DEADLINE: May 21, 2025 at 2:00 pm

Friday, June 13, 2025

## SOLICITATION OVERVIEW

<b>Project Title</b>	Annual Wood Waste Processing
<b>Project ID</b>	ITB 26-138-MM
<b>Project Type</b>	Invitation To Bid
<b>Release Date</b>	April 9, 2025
<b>Due Date</b>	May 21, 2025
<b>Procurement Agent</b>	Mandy Mullins
<b>Project Description</b>	Annual Wood Waste Processing for the benefit of the Solid Waste & Resource Recovery, Transfer Station Department on an as needed basis.

## Introduction

### Summary

Alachua County Board of County Commissioners are requesting the submission of Bids for ITB 26-138-MM Annual Wood Waste Processing.

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.

EXECUTIVE SUMMARY

Invitation To Bid - Annual Wood Waste Processing

Page 1

Annual Wood Waste Processing for the benefit of the Solid Waste & Resource Recovery, Transfer Station Department on an as needed basis.

### 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

**Mandy Mullins**

Procurement Agent I

Email: [mmmullins@alachuacounty.us](mailto:mmmullins@alachuacounty.us)

Phone: [\(352\) 384-3090](tel:(352)384-3090)

**Department:**

Solid Waste & Resource Recovery

### Timeline

<b>Solicitation Release Date</b>	April 9, 2025
<b>Question Submission Deadline</b>	May 11, 2025, 12:00am

<p><b>Solicitation Submission Deadline</b></p>	<p>May 21, 2025, 2:00pm</p> <p>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><a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTQyYzk5YzMtZDc4ZS00N2lxLTljMWUtMjAwNTQwN2NjNTNi%40thread.v2/0?context=%7b%22id%22%3a%2290fc851d-766d-4d7b-a09c-bfbf1d2dac94%22%2c%22oid%22%3a%22c82ab8e7-6ee1-4cd5-9191-4aa322a1828f%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTQyYzk5YzMtZDc4ZS00N2lxLTljMWUtMjAwNTQwN2NjNTNi%40thread.v2/0?context=%7b%22id%22%3a%2290fc851d-766d-4d7b-a09c-bfbf1d2dac94%22%2c%22oid%22%3a%22c82ab8e7-6ee1-4cd5-9191-4aa322a1828f%22%7d</a></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 <a href="mailto:ADA@alachuacounty.us">ADA@alachuacounty.us</a> 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>
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**SOLICITATION STATUS HISTORY**

Date	Changed To	Changed By
Mar 19, 2025 1:00 PM	Draft	Mandy Mullins
Mar 19, 2025 1:13 PM	Review	Mandy Mullins

Date	Changed To	Changed By
Apr 7, 2025 12:40 AM	Final	Mandy Mullins
Apr 7, 2025 12:40 AM	Post Pending	Mandy Mullins
Apr 9, 2025 6:00 AM	Open	OpenGov Bot
May 21, 2025 2:00 PM	Pending	OpenGov Bot
May 21, 2025 8:24 PM	Evaluation	Mandy Mullins

### PROPOSALS RECEIVED

Status	Vendor	Contact Info	Submission Date
Submitted	Gaston Tree Debris Recycling, LLC	Bill Gaston bill@gastontdr.com (352) 258-8417	May 14, 2025 9:21 AM
No Bid	Patterson Veterinary	Gregory Pounds pvs.orders.gov- institute@pattersonvet.com	Apr 9, 2025 8:44 AM
Excluded	Florida Agri Manufacturing LLC	Dylan Woodward office@floridaamllc.com	May 21, 2025 11:11 AM

### VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	Gaston Tree Debris Recycling, LLC
Submittal Confirmation	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	No Response
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

Question Title	Gaston Tree Debris Recycling, LLC
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
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	No Response
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

## PRICING RESPONSES

### BID FORM

The undersigned, as Contractor, hereby declares that he has carefully read and examined the specifications and with full knowledge of all conditions, under which the equipment and services herein contemplated must be furnished, hereby proposes and agrees to furnish the equipment and services according to the requirements as set out in the specifications for said equipment and service:

Bid Form			Florida Agri Manufacturing LLC	Gaston Tree Debris Recycling, LLC
Line Item	Description	Unit of Measure	Unit Cost	Unit Cost
1	Normal Grinding Services	Ton	\$12.00	\$38.00

Bid Form			Florida Agri Manufacturing LLC	Gaston Tree Debris Recycling, LLC
Line Item	Description	Unit of Measure	Unit Cost	Unit Cost
2	Additional Emergency Services	Ton	\$12.00	\$38.00
3	Transporting vegetative wood waste from County's Transfer Station to Contractor's facility	Ton	\$0.00	\$20.00
4	Delivery of vegetative wood waste by the County to the Contractor's facility	Ton	\$0.00	\$35.00
5	Deliver mulch from Contractor's facility to the County's Transfer Station	Ton	\$0.00	\$15.00
6	Staging fee (per staging event)	Per Event	\$5,000.00	\$1,590.00
Total			\$5,024.00	\$1,736.00

## QUESTIONS AND ANSWERS

### Approved, Unanswered Questions

### Approved, Answers Provided

#### 1. Pre-Bid Meeting

*Apr 17, 2025 4:32 PM*

**Question:** Will there be a mandatory pre-bid meeting for this project?

*Apr 17, 2025 4:32 PM*

**Answered by Mandy Mullins:** There is no pre-bid for this ITB

*Apr 17, 2025 4:32 PM*

#### 2. Pricing Line Item 2

*May 1, 2025 9:22 AM*

**Question:** Line Item 2 is for Additional Emergency Services. Will the Scope of Work remain the same for Additional Emergency Services, or will different services be required?

*May 1, 2025 9:22 AM*

**Answered by Allen Betz:** scope will be the same

*May 1, 2025 2:15 PM*

### 3. Pricing Line Items 3-5

May 1, 2025 9:29 AM

**Question:** Pricing Line Items 3-5 are for hauling material, but this is not discussed in the Scope of Services. Will you please clarify if hauling material will be required. If so, who will be responsible for loading the material to be hauled?

May 1, 2025 9:29 AM

**Answered by Allen Betz:** This is if the county would want to have yard waste hauled from Leveda Brown Environmental Park to the contractor site for processing. This is only if there is an event that would prevent the grinding being done at the county site. The vendor pricing should include the cost to load it and haul the yard waste to their site.

May 1, 2025 2:14 PM

## ADDENDA & NOTICES

ADDENDA ISSUED:

### Addendum #1

Apr 17, 2025 4:32 PM

Please use the [See What Changed](#) link to view all the changes made by this addendum.

Section 6, Submittals. Removed Question #2. There is no prebid for this solicitation.

ADDENDA ACKNOWLEDGEMENTS:

### Addendum #1

Proposal	Confirmed	Confirmed At	Confirmed By
Gaston Tree Debris Recycling, LLC	X	Apr 24, 2025 4:43 PM	Traci Bacom
Florida Agri Manufacturing LLC	X	May 21, 2025 11:09 AM	Dylan Woodward

NOTICES ISSUED:

*No Notices issued.*

## EVALUATION

### BID FORM

Primary award cells are green and Backup award cells are gray

EXECUTIVE SUMMARY  
ITB No. ITB 26-138-MM  
Annual Wood Waste Processing

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			Gaston Tree Debris Recycling, LLC
Line Item	Description	Unit of Measure	Unit Cost
1	Normal Grinding Services	Ton	\$38.00
2	Additional Emergency Services	Ton	\$38.00
3	Transporting vegetative wood waste from County's Transfer Station to Contractor's facility	Ton	\$20.00
4	Delivery of vegetative wood waste by the County to the Contractor's facility	Ton	\$35.00
5	Deliver mulch from Contractor's facility to the County's Transfer Station	Ton	\$15.00
6	Staging fee (per staging event)	Per Event	\$1,590.00