

## EXECUTIVE SUMMARY

### Recommendation for Renewal and Additional Spending Authority 16-021T – Grounds Maintenance Services

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#### **Introduction**

##### **Responsible: Procurement & Warehousing Services (PWS)**

This request is to approve the recommendation for renewal and additional spending authority for Invitation to Bid (ITB) 16-021T – Grounds Maintenance Services for a period of one (1) year, from January 1, 2019 through December 31, 2019. Physical Plant Operations (PPO) Custodial/Grounds Department utilizes this Bid to provide grounds maintenance services to schools, centers, departments, and administrative sites throughout the District. Services include, but are not limited to, mowing turf, grass lawns, trimming shrubs and hedges, turf fertilization, and mulch installation.

#### **Goods/Services Description**

##### **Responsible: Physical Plant Operations (PPO)**

PPO Department utilizes this Bid to provide grounds maintenance services to one-hundred and sixty-five (165) District sites. Currently, PPO provides funding for one hundred and thirty-seven (137) sites, and the remaining twenty-eight (28) sites utilize the bid to purchase grounds maintenance services funded by the individual school's operating budget. The bid provides fixed pricing for each school in the District, which provides certainty for PPO and individual schools when deciding to use the services.

PPO monitors the vendor performance by field verifications along with reviewing the service sign-off forms attached to each invoice. The sign-off forms also include a supplier evaluation-rating tool to continually rate the vendors' performance and allows PPO to address any deficiencies promptly. School staff must continue to approve every service performed at their site (mowing, fertilization, hedge trimming, etc.) School evaluations have been consistently good, very good, or excellent since the start of the current contract term. Any performance deficiencies that may occur are corrected within forty-eight (48) hours.

The District has experienced annual growth in the number of school sites serviced using this Bid from the initial one-hundred fifty-six (156) sites in 2015 to the current one-hundred sixty-five (165) sites and expects this trend to continue.

#### **Procurement Method**

##### **Responsible: PWS**

ITB 16-021T was approved, as amended by the School Board, on October 20, 2015, for one (1) year bid term (January 1, 2016 through December 31, 2016) with four (4) one (1) year renewal options, and a spending authority of \$7,500,000, which was originally intended to cover expenditures for a three (3) year bid term. The School Board since then has also approved the first one (1) year renewal option (January 1, 2017 through December 31, 2017) at the August 16, 2016, Regular School Board Meeting, at which time, the spending authority was reduced from \$7,500,000 to \$3,200,000 due to the reduction of the bid term, and historical expenditure data based on purchase orders issued to-date at that time. Second option to renew was approved at the December 5, 2017, School Board Operational Meeting extending the contract term through December 31, 2018, and increasing the spending authority by \$2,435,000, bringing the new contract value to \$5,635,000.

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Green Horizon Services, Inc. agreed to renew the contract with three (3) percent price adjustment/increase. Procurement & Warehousing Services (PWS) performed benchmark with The School Board of Miami-Dade County, The City of Fort Lauderdale, and The City of Tampa found pricing competitive and determined that it is to the best interest of the District to renew the existing contract. Staff has indicated that vendor’s performance is satisfactory and recommended the extension and continuation of services with the same vendor.

The awarded vendor “Green Horizon Services, Inc.” is a certified S/M/WBE vendor and currently uses the eleven (11) local subcontractors listed below to perform grounds maintenance services for the District. Through this bid, additional local vendors are able to perform ground maintenance services for the District.

List of Subcontractors (11)

- Arboreal Property Services LLC
- Camm Landscape Maintenance Inc.
- JMC Green Lawn Service, LLC
- Lawn Care by Marcelin
- Manuel’s Landscape Maintenance & Designs
- Matthew Lawn Service, Inc.
- Moriste Landscaping, LLC
- R.P.D.L Plus Inc
- SC Landscaping Services, LLC
- Sunrise Tree Care Inc.
- Super Landscaping Services, Inc.

**Financial Impact**  
**Responsible: PWS and PPO**

The total spending authority requested is \$2,085,000, as demonstrated in the breakdown below:

Routine service calculated for the current one hundred and sixty-five (165) schools (\$12,628/site, including three (3) percent price adjustment):	<u>\$2,083,544</u>
Total spending authority requested	<u>\$2,083,544</u>
<b>Total spend authority (rounded)</b>	<b><u>\$2,085,000</u></b>

The estimated financial impact to the District will be \$2,085,000. The contract award amount was for \$5,635,000. The request is to increase the spending authority by \$2,085,000, bringing the new contract value to \$7,720,000. The funding source will come from both the PPO’s operating budget and from individual school operating budgets. The amount requested was determined based on the Department’s requirements to satisfy the needs of the District.

The financial impact represents an estimated contract value; however, the amount authorized will not exceed the contract award amount.