



Legislation Text

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TO: Chair and Members of the Board

FROM: Sam A. May, Executive Director

DATE: December 11, 2018

APPROVING AWARD OF RFP NO. 2018-05 FOR LANDSCAPING MAINTENANCE AND IRRIGATION SERVICES

BACKGROUND: The Margate Community Redevelopment Agency (MCRA) is responsible for the maintenance of MCRA owned properties, median and swale areas within various rights of way including Atlantic Boulevard, State Road 7, and Margate Boulevard, within the redevelopment area. Currently, the Agency has an active contract with Landscape Service Professionals for providing landscape maintenance and irrigation services. This contract expired on October 2018 and was extended for 90 days with an expiration date of January 13, 2019.

On October 11, 2018, the City's Procurement Division, in collaboration with the MCRA, issued RFP No. 2018-05 to receive proposals from vendors for landscape maintenance and irrigation services. This RFP sought for an all-inclusive and high quality service.

Staff held a non-mandatory pre-proposal conference and site visit on October 22, 2018 at 10:00 AM. Potential bidders, MCRA Property Manager, City and MCRA staff attended this meeting. Staff provided an overview of the RFP document and questions by the potential proposers were answered. At the conclusion of the pre-proposal conference the MCRA offered a bus tour of the areas to be serviced.

Three responses were received by the deadline of October 29, 2018 at 3:00PM. The evaluation committee for the subject RFP was comprised of Robert Massarelli, MCRA Assistant Executive Director, Michael Jones, Parks and Recreation Director, and Cotter Christian, MCRA Project Manager. Also, Diana M. Scarpetta, CRA Project Specialist, and Jim Nardi, MCRA Property Manager, were present at the meetings as non-voting members.

Staff reviewed the responses and the evaluation committee met on November 13, 2018 to discuss the proposals received. As a result of the discussion, on November 15, 2018 the City's Procurement Division sent via email to the three proposers a Request for Clarification and Best and Final Offer (BAFO) price sheet. Proposers were not required to change the pricing initially submitted when responding to the RFP but were granted the discretionary right to lower, raise or maintain their initial submitted pricing. The pricing submitted with the BAFO superseded any and all prior submitted pricing and it was considered final. The BAFO had a deadline for submission of November 19, 2018. The committee met again on November 20, 2018 to discuss the BAFO's submitted.

The criteria categories used for the evaluation of the proposals were the following:

1. Firm's expertise and experience relative to the scope of services to be performed - 0-30 Points.
2. Adequacy of firm's personnel and on-hand equipment relative to the scope of services to be performed - 0-25 Points.

3. Firm's price proposal (Price was evaluated on a weighted scale with the lowest submission being awarded the highest point total) - 0-20 Points.
4. Completeness and submitted proposal - 0-15 Points.
5. References - 0-15 Points.

To total maximum of points was 105.

After thoroughly review, the committee evaluated the proposals and proceeded to score each of them. The results are provided below along with the ranking and proposed annual cost (cost for additional services is not shown below but can be found in the BAFO responses for each company provided as part of the background information):

- **Prestige Property Maintenance, Inc.** - Annual Base Price Proposed: \$409,344.00 - Ranked No. 1
- **Landscape Service Professionals** - Annual Base Price Proposed: \$261,510.50 - Ranked No. 2
- **IGM Innovative** - Annual Base Price Proposed: \$342,695.00 - Ranked No. 3

It is important to highlight that the MCRA is seeking a vendor that can provide high quality service for the maintenance of properties, medians and swales. Furthermore, RFP No. 2018-05 allows for an all-inclusive contract for services. Additional services would be requested as needed.

MCRA staff recommends that the MCRA Board awards RFP No. 2018-05 to Prestige Property Maintenance, Inc. as the highest ranked company as being the most responsive and responsible bidder. However, the MCRA Board reserves the right to award the contract to the responsible offeror whose proposal and resulting contract is determined to be the most advantageous in the sole discretion of the MCRA taking into consideration the evaluation factors and criteria set forth.

RECOMMENDATION: To Approve

FISCAL IMPACT: Funding is allocated in the FY 2018/2019 budget in 140-0510-512-31.38 Professional Property Maintenance.

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