



Interoffice Memorandum

October 4, 2019

TO: Mayor Jerry L. Demings
and the Board of County Commissioners

FROM: Carrie Mathes, Manager, Procurement Division

CONTACT: Terry Devitt, Acting Deputy Director, Orange County Convention Center

SUBJECT: Selection of Contractor, Request for Proposals, Y19-1131-AV, Landscape Management and Irrigation at the Orange County Convention Center

RECOMMENDATION:

Selection of Groundtek of Central Florida, LLC to provide Landscape Management and Irrigation at the Orange County Convention Center, Request for Proposals, Y19-1131-AV. Request authorization for the Procurement Division to negotiate and execute a 3-year contract within a budget of \$7,748,400. Further request authorization for the Procurement Division to renew the contract for two additional 1-year terms.

Proposals were evaluated by the Procurement Committee on October 2, 2019. Commissioner Mayra Uribe was assigned to the Procurement Committee.

PURPOSE:

This contract will provide landscaping and irrigation services at the Orange County Convention Center.

APPROVALS:

The Orange County Convention Center and the Business Development Division concur with this recommendation.

REMARKS:

Four proposals were received in response to this Request for Proposals. Staff has determined the bid prices of Groundtek of Central Florida, LLC are reasonable, based on a comparison to previous contract prices. Groundtek of Central Florida, LLC is the current provider for these services and has performed satisfactorily. The proposals from Helping Hand Lawn Care, Inc. and Millennium Services of Florida, LLC scored too low for Board consideration. Exclusive Landscaping Group Inc. was deemed to be non-responsive for failure to acknowledge the addendum.

Sustainable landscaping practices are achieved with this contract by ensuring the landscape waste from pruning and weeding is recycled for compost or mulch. Grass clippings are left on the turf to provide nutrients for the soil. Mulch is used to reduce water loss due to evaporation, reduce weeds, and minimize erosion. Irrigation is provided by reclaimed water, which is monitored to ensure proper function of sprinklers and no overwatering.

The Procurement Committee's consensus scores are attached.

**RFP# Y19-1131-AV,
LANDSCAPE MANAGEMENT AND IRRIGATION AT THE ORANGE COUNTY
CONVENTION CENTER**

	QUALIFICATION OF STAFF		QUALIFICATION OF FIRM		TECHNICAL APPROACH		FEE PROPOSAL		TOTAL
WEIGHT:	20		30		30		20		
POINT STRUCTURE: 1= Poor 4= Above Avg. 2= Below Avg. 5= Excellent 3= Average	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	
FIRM NAME:	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	TOTAL
GROUNDTEK OF CENTRAL FLORIDA, LLC	3.00	60.00	4.00	120.00	4.00	120.00	3.30	65.92	365.92



Interoffice Memorandum

September 23, 2019

To: Ana Villalona, Purchasing Agent
Procurement Division

FROM: Sheena Ferguson, Manager
Business Development Division 

SUBJ: **RFP #Y19-1131-AV/ Landscape Management and Irrigation at the
Orange County Convention Center**

Orange County would receive federal funding through the Federal Emergency Management Administration for the services solicited in the Request for Proposal. Accordingly, Orange County's M/WBE ordinance and program do not apply to this solicitation.

Orange County shall participate in the federal requirements 2 CFR 200.321 (or 45 C. F. R. 75.330 for Health and Human Services funds) to ensure small and minority-owned firms, women-owned business enterprises, and labor surplus area firms have been afforded subcontracting opportunities.

The Business Development Division evaluated the three proposals to denote whether an executed and notarized "Affidavit of Compliance Requirements" form submitted with the proposal complied with the federal requirements. Groundtek of Central Florida, LLC; Helping Hand Lawn Care, Inc and Millennium Services of Florida, LLC provided the executed and notarized federal compliance forms.