



Town of Miami Lakes Memorandum

To: Edward Pidermann, Town Manager

From: Nathalie Garcia, Procurement Manager

Subject: Award of a Contract for Tree and Palm Purchase, Removal, Installation and Relocation
ITB No. 2020-02

Date: January 21, 2020

Recommendation:

It is recommended that the Town Manager award a contract to SFM Services, Inc. ("SFM"), the lowest responsive and responsible bidder, for the Tree and Palm Purchase, Removal, Installation and Relocation in an amount not to exceed budgeted funds. In this fiscal year, Funds are budgeted for this Service in the Tree Removal and Tree Planting lines in the General Fund.

Background:

The Town issued Invitation to Bid ("ITB") 2020-02 for Tree and Palm Purchase, Removal, Installation and Relocation on November 19, 2019. The ITB was posted to DemandStar, Public Purchase, and posted in the Government Center Lobby.

To qualify for award, prospective Bidders were required to:

1. Possess a minimum of five (5) years of experience providing landscape installation services;
2. Must have completed at least three (3) contracts of a similar size, scope and complexity within the past five (5) years demonstrated through client reference letters; and
3. Possess a valid State of Florida landscape contractor license.

On the date of the bid opening/proposal deadline, December 20, 2019, we received two (2) bids from the following Bidders:

1. SFM Services, Inc. ("SFM") - \$248,314
2. Superior Landscaping and Lawn Services, Inc. ("Superior") - \$539,298.50

Procurement performed a due diligence review of the bids for responsiveness and found that SFM's bid did not reveal any material defects in the bid, nor in SFM's qualifications. SFM has been in business for 39 years and is licensed to do the work. Procurement did not find any issues that would indicate SFM was incapable of performing the Services.

SFM has performed work for the Town successfully in the past and currently has six (6) ongoing contracts.

Based on our review of the bid submittals we have determined that SFM is the lowest responsive and responsible bidder and their bid prices are fair and reasonable. As such, it is recommended that the Town Manager award a contract in an amount not to exceed budgeted funds to SFM.

☐ Concur

☐ Reject

Edward Pidermann, Town Manager

Attachment:
Resolution
Contract