

**MEMORANDUM**

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Purchasing #23-025  
June 27, 2023

To: Gregory P. Harrison, City Manager

Through: Carla R. Byrd, General Services Director

From: Jeff English, Purchasing Agent

Subject: Approve Recommendation of Award to Sole Proposer for RFQ H-23-23 Landscape Maintenance Services

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Contract Need/Background

Request for Qualifications (RFQ) H-23-23 was issued to establish an as-needed contract for comprehensive landscape installation and maintenance services.

The notice list for this project was created for companies suggested by the requesting department, companies that have responded to prior solicitations, companies that have requested their names be placed on the notice list, and companies from appropriate listings in other sources.

Number of companies/firms submitting a proposal.....1

Advertising

The RFQ was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The RFQ package was also posted on the City's eBid System for download by interested companies/firms and notice sent to all registered bidders/proposers by email.

Selection/Evaluation Committee

One (1) proposal was received for the RFQ. The Selection/Evaluation Committee met on June 27, 2023 (in a public meeting) to review, evaluate, and score the response. Copies of the minutes of the meeting, and the voting matrix and scoring sheets, are attached.

Recommendation

The recommendation from the Selection/Evaluation Committee to the City Commission is to approve the evaluation and ranking, and authorize the City staff to negotiate and enter into a contract with the sole proposer: Cutting Edge Industries, Inc, a local Pompano Beach business.

attachments  
cc: file