

M E M O R A N D U M

Purchasing #21-016
January 14, 2021

To: Gregory P. Harrison, City Manager
Through: Steve Stewart, General Services Director
From: Tammy Thompkins, Purchasing Agent
Subject: Award Bid T-04-21, Lot Mowing and Related Services for the Code Compliance Unit

Contract Need/Background

Bid T-04-21 was issued by the City and the Community Redevelopment Agency (CRA) to establish multiple contracts for the completion of nuisance abatement work including lot clearing and debris removal. Awarded bidders will be included on a rotating list and will be assigned work as required by Code Compliance. Unit prices for tasks were stated in the solicitation; each job will be priced based on these unit prices and the specific tasks required at each property. The Code Compliance Supervisor recommends that all responsive bidders be awarded contracts from this solicitation.

Attached you will find copies of the bid award recommendation form submitted by Code Compliance, copies of the bid tabulation, and bid solicitation document.

Bidders List

The Bidders List was created by using companies suggested by the requesting department, companies that have responded to prior bids and companies that have registered as bidders.

Number of firms responding with complete bids 11

Advertising

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

Market Research

The General Services Department conducted outreach to (20) twenty companies with a current Pompano Beach Business Tax Receipt in the landscaping and tree trimming categories to ensure appropriate local firms were aware of this contract opportunity.

Funding

During FY2020 the City spent almost \$80,000 with multiple vendors for nuisance abatement services. The total annual value of the new contract is dependent upon the quantity of work required to abate cited nuisances in the future; it is expected this amount will equal current expenditures. Services are paid for from budgeted funds in account 001-9910-599.46-50, General Fund / Non-Departmental / Special Services.

Award Recommendation

After reviewing the responses to this bid with the Code Compliance Unit, it is recommended that one-year contract awards be made to all responsive bidders as indicated on the bid tabulation. The contract period will be one (1) year, with (4) four automatic one (1) year renewals, subject to the terms and conditions contained in the bid specifications. Seven (7) of the recommended awarded bidders are Pompano Beach businesses.

Enclosures

cc: file