



**City of Coral Gables  
CITY COMMISSION MEETING  
November 12, 2024**

**ITEM TITLE:**

A Resolution accepting the recommendation of the Chief Procurement Officer to award the Tree Maintenance Services Citywide contract Group 1 – Tree Maintenance Services to SFM Landscape Services, Inc. (Primary) and Sherlock Tree Company (Secondary) and Group 2: Prequalification for New Tree Planting to SFM Landscape Services, Inc. and Sherlock Tree Company, the most responsive and responsible bidders., pursuant to Section 2-763 of the Procurement Code entitled “Contract Award” and Invitation for Bids (IFB) 2024-015.

**DEPARTMENT HEAD RECOMMENDATION:**

Approval.

**BRIEF HISTORY:**

The purpose of this IFB is to contract with a qualified and experienced bidder to provide all the maintenance of trees and selected shrubbery, vines and brush in the public right-of-ways, parks, parking lots and around public buildings. Said work will generally be required within the corporate limits of the City, however, work may be called for outside of those limits. This IFB will also establish a Prequalified Pool of Vendors that will participate in future pricing competitions for specific new tree planting projects as required by the City on an as needed basis.

On May 7, 2024, the Procurement Division of Finance formally advertised, issued and distributed IFB 2024-015 Tree Maintenance Services Citywide. Ninety-one (91) prospective bidders were notified through INFOR, the City’s web-based e-Procurement system.

Four (4) bids were received on June 14, 2024, in response to the IFB: SFM Landscape Services, Inc., Sherlock Tree Company, Superior Landscaping & Lawn Service, Inc., and The Davey Tree Expert Company.

The responses were reviewed by the Procurement Division to determine responsiveness to the requirements of the IFB. During the responsiveness review, it was determined by Procurement, after consulting with the City Attorney’s Office, that Superior Landscaping & Lawn Service, Inc. was non-responsive based on failure to provide the required minimum experience through its Key Personnel, as required in Sections 3.B.1.(a) of the IFB; and The Davey Tree Expert Company was non-responsive based on failure to provide the required minimum experience through its Key Personnel, as required in Sections 3.B.1.(a), 3.B.1.(b), 3.B.1.(c), 3.B.2.(a), 3.B.2.(b) and 3B3(a) of the IFB. The Procurement Division finalized its’ due diligence process and confirmed that SFM Landscape Services, Inc., and Sherlock Tree Company, Inc., are both responsive to the requirements of the IFB and responsible bidders.

The Public Works Department concurs with the Chief Procurement Officer’s recommendation to award Tree Maintenance Services Citywide contract Group 1 – Tree Maintenance Services to SFM Landscape Services, Inc. (Primary) and Sherlock Tree Company (Secondary) and Group 2: Prequalification for New Tree Planting to SFM Landscape Services, Inc. and Sherlock Tree Company, in the total estimated annual amount of \$1,937,397.80.

Section 2-585 of the Procurement Code, entitled “Authority” authorizes the City Manager to delegate authority to the Chief Procurement Officer to administer and make recommendations on contract awards.

**FINANCIAL INFORMATION:**

No.	Amount	Account No.	Source of Funds
1.	\$1,937,397.80	001-1507-539-3110	FY25 Greenspace-Operating budget
<b>Total:</b>	<b>\$1,937,397.80</b>		

**Fiscal Impact:**

This project will be maintained as part of the contract for tree maintenance which is ongoing and no additional staff or unexpected resources will be required.

**ATTACHMENT(S):**

- 1. Resolution