

CITY OF CORAL GABLES

-MEMORANDUM-

TO: Honorable Mayor, Vice-Mayor,
and members of the City Commission

Date: November 28, 2023

FROM: Peter J. Iglesias, P.E.
City Manager

SUBJECT: Award Recommendation
IFB 2023-028 Tree Planting Citywide

At the next available City Commission Meeting, an award recommendation for IFB 2023-028 Tree Planting Citywide will be included on the agenda. This memorandum serves to notify you that in accordance with Section 2-763 of the City Code entitled "Contract Award", my recommendation for award of the subject IFB is as follows:

- 1) Accept the Chief Procurement Officer's recommendation to award Treasures LLC as the most responsive and responsible bidder to provide services for Tree Planting Citywide.
- 2) Execute a contract with Treasures, LLC, in the total amount of \$177,578.15.
- 3) Reaffirm the city's right to pursue alternative courses of action.

On September 20, 2023, the Procurement Division of Finance formally advertised, issued and distributed IFB 2023-028 Tree Planting Citywide. Seventy-nine (79) prospective bidders were notified through INFOR, the City's web-based e-Procurement system.

Five (5) bids were received on October 16, 2023, in response to the IFB: DisTREEbutors, Inc., Plant Professionals, SFM Landscape Services, LLC, Superior Landscaping & Lawn Service, Inc., and Treasures, LLC.

The responses were reviewed by the Procurement Division to determine responsiveness to the requirements of the IFB and to identify the lowest priced bidder. During the responsiveness review, the lowest priced bidder, SFM Landscape Services, LLC requested a withdrawal of their bid due to an evidenced pricing mistake on their part. Their withdrawal request was accepted, as allowed under Section R2-685.10.4 of the Procurement regulations. Additionally, it was determined by Procurement, after consulting with the City Attorney's Office, that DisTREEbutors, Inc. would be deemed non-responsive based on their failure to provide all of the required documents, as indicated throughout the IFB.

The Procurement Division finalized its' due diligence process and confirmed that Treasures, LLC, is both responsive to the requirements of the IFB and a responsible bidder. Once this step was completed, the Public Works Department conducted an evaluation of the lowest response and concurred with Procurement's finding. See attached Tabulation of Bids received.

A more detailed description of the IFB, response, and evaluation results will be provided to you as part of the Agenda package.

Please contact me should you have any questions.

Copy:

Cristina M. Suarez, City Attorney

Billy Y. Urquia, City Clerk

Alberto Parjus, Assistant City Manager

Hermes Diaz, Public Works Director

Deena Bell-Llewellyn, Assistant Public Works Director for Landscape Services

Diana M. Gomez, Finance Director

Celeste S. Walker-Harmon, Assistant Finance Director for Procurement