CITY OF CORAL GABLES

-MEMORANDUM-

TO: Honorable Mayor, Vice-Mayor,   **Date**: December 12, 2024
               and members of the City Commission

FROM: Amos Rojas, Jr.   **SUBJECT:** Award Recommendation
                City Manager   IFB 2024-048 Tree Replacement
                                                                      Project

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At the next available City Commission meeting an award recommendation for IFB 2024-048 Tree Replacement Project 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 Margarita's Garden, Inc., as the lowest responsive and responsible bidder for Tree Replacement Project.

2) Execute a contract with Margarita's Garden, Inc., for the total amount of $114,505.00.

3) Reaffirm the city's right to pursue alternative courses of action.

Four (4) bids were received on November 25, 2024, in response to the IFB: Coco Tree Service Corp., Margarita's Gardens, Inc., SFM Landscape Services, LLC., and Superior Landscaping & Lawn Service, Inc.

The responses were reviewed by the Procurement Division to determine responsiveness to the requirements of the IFB. Once this step was completed, Public Works conducted an evaluation of the lowest response. The Procurement Division finalized its' due diligence process and confirmed that Margarita's Garden, Inc., is both responsive to the requirements of the IFB and a responsible firm. 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. Suárez, City Attorney
Billy Y. Urquia, City Clerk
Alberto N. Parjus, Deputy City Manager
Jose Gomez, Assistant City Manager
Hermes Diaz, Public Works Director
Deen Bell-Llewellyn, Assistant Public Works Director Landscaping
Diana M. Gomez, Finance Director
Celeste S. Walker-Harmon, Chief Procurement Officer