

CITY OF CORAL GABLES

-MEMORANDUM-

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

DATE: April 29, 2024

FROM: Amos Rojas, Jr.
City Manager



SUBJECT: Award Recommendation
IFB 2024-009 Landscape Services (King's
Bay Community)

At the next available City Commission Meeting, an award recommendation for IFB 2024-009 Landscape Services (King's Bay Community) 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 Gardens, Inc. as the most responsive and responsible bidder to provide Landscape Services (King's Bay Community).
- 2) Execute a contract with Margarita's Gardens, Inc., for the total amount of \$126,525.00.
- 3) Reaffirm the City's right to pursue alternative courses of action.

On March 8, 2024, the Procurement Division of Finance formally advertised, issued and distributed IFB 2024-009 Landscape Services (King's Bay Community). Eighty-four (84) prospective bidders were notified through INFOR, the City's web-based e-Procurement system.

Three (3) bids were received on April 5, 2024, in response to the IFB: 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 and to identify the lowest priced bidder. The Procurement Division finalized its' due diligence process and confirmed that Margarita's Gardens, Inc., 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