

CITY OF NORTH MIAMI BEACH MEMORANDUM



PROCUREMENT MANAGEMENT DIVISION

TO : Judeen Johnson, Public Works Director
Andrea Suárez Abastida, NMB Water Director
Andrew Plotkin, Parks & Recreation Director

FROM: Shereece George, Purchasing Agent

DATE: Wednesday, September 29, 2021

RE: RESPONSIBILITY REVIEW for #ITB-21-054-SG CITYWIDE GROUNDS MAINTENANCE SERVICES

As part of the evaluation process for Bid #ITB-21-054-SG Citywide Grounds Maintenance Services, a responsibility review has been deemed necessary. In conjunction with due diligence and reference verifications, a formal Responsibility Review meeting was conducted (virtually) on Tuesday, September 28th, 2021. This meeting was held with the lowest, responsive bidder (outlined in Exhibit A); Coco Tree Service Corp., NMB Water, Public Works, Parks & Recreation and Procurement Departments. Attendees include:

Coco Tree Service, Corp.

Josué Alvarado – President
Claudia Armenteros – Administration
Manuel Torres – Project Mgr / Inspector

City of North Miami Beach

Jamorie Depusoir – PW Operations Manager
Shawn Raines – PW Foreman
Dwight Jackson – PR Superintendent
Carlos Carrazana – Water Plant Manager
Diego Cortes – Public Utilities Maintenance Manager
Shereece George – Purchasing Agent

During this meeting, the Public Works, Parks, and NMB Water departments assessed Coco Tree Service Corp's capacity, experience, understanding of the solicitation scope and expectations of the contract. The below items were discussed as per the advertised solicitation and agreed upon and by Coco Tree Service Corp., with full acceptance and acknowledgement.

- Fixed pricing / Invoicing
- Performance expectations / Failure to perform
- Addition / Removal of Sites & Services
- Quality Control Inspections / Reporting
- Scheduling
- Qualifications / Staffing
- Site Locations

RECOMMENDATION:

Upon completion of the evaluation process which included State and Local due diligence, reference verification and a responsibility review to include the vendors' compliance of the Scope of Work, capacity requirements and expectations, it is the NMB Water, Parks and Public Works Department's opinion that Coco Tree Service, Corp., is a responsible bidder; thusly moving on in the evaluation process as favorable.

By: Andrea Suárez Abastida
Andrea Suárez Abastida, NMB Water Director

09/30/2021
Date

By: Judeen Johnson
Judeen Johnson, Public Works Director

09/30/2021
Date

By: _____
Andrew Plotkin, Parks & Recreation Director

Date

CITY OF NORTH MIAMI BEACH MEMORANDUM



PROCUREMENT MANAGEMENT DIVISION

TO: Judeen Johnson, Public Works Director
Andrea Suárez Abastida, NMB Water Director
Andrew Plotkin, Parks & Recreation Director

FROM: Shereece George, Purchasing Agent

DATE: Wednesday, September 29, 2021

RE: RESPONSIBILITY REVIEW for #ITB-21-054-SG CITYWIDE GROUNDS MAINTENANCE SERVICES

As part of the evaluation process for Bid #ITB-21-054-SG Citywide Grounds Maintenance Services, a responsibility review has been deemed necessary. In conjunction with due diligence and reference verifications, a formal Responsibility Review meeting was conducted (virtually) on Tuesday, September 28th, 2021. This meeting was held with the lowest, responsive bidder (outlined in Exhibit A); Coco Tree Service Corp., NMB Water, Public Works, Parks & Recreation and Procurement Departments. Attendees include:

Coco Tree Service, Corp.

Josué Alvarado – President
Claudia Armenteros – Administration
Manuel Torres – Project Mgr / Inspector

City of North Miami Beach

Jamorie Depusoir – PW Operations Manager
Shawn Raines – PW Foreman
Dwight Jackson – PR Superintendent
Carlos Carrazana – Water Plant Manager
Diego Cortes – Public Utilities Maintenance Manager
Shereece George – Purchasing Agent

During this meeting, the Public Works, Parks, and NMB Water departments assessed Coco Tree Service Corp's capacity, experience, understanding of the solicitation scope and expectations of the contract. The below items were discussed as per the advertised solicitation and agreed upon and by Coco Tree Service Corp., with full acceptance and acknowledgement.

- Fixed pricing / Invoicing
- Performance expectations / Failure to perform
- Addition / Removal of Sites & Services
- Quality Control Inspections / Reporting
- Scheduling
- Qualifications / Staffing
- Site Locations

RECOMMENDATION:

Upon completion of the evaluation process which included State and Local due diligence, reference verification and a responsibility review to include the vendors' compliance of the Scope of Work, capacity requirements and expectations, it is the NMB Water, Parks and Public Works Department's opinion that Coco Tree Service, Corp., is a responsible bidder; thusly moving on in the evaluation process as favorable.

By: _____
Andrea Suárez Abastida, NMB Water Director

Date

By: _____
Judeen Johnson, Public Works Director

Date

By:  _____
Andrew Plotkin, Parks & Recreation Director


Date



CONCURRENCE OF AWARD

TO: Donna Rockfeld, Chief Procurement Officer
Procurement Management Division

FROM: Judeen Johnson, Public Works Director
Andrea Suárez Abastida, NMB Water Director
Andrew Plotkin, Parks & Recreation Director

SUBJECT: Solicitation No.: ITB-21-054-SG
Citywide Grounds Maintenance Services

Recommended Vendor: COCO TREE SERVICE CORP.

Initial Award Amount: \$ 657,000.00

Potential Project Amount: \$ 1,971,000.00

Citywide Landscape Maintenance Services			Coco Tree Service Corp	
Item	Qty	Unit	Annual Price	Extended 3 Yr Cost
GROUP A - Public Works	1	year	\$ 285,221.88	\$ 855,665.64
GROUP B - Parks	1	year	\$ 296,341.20	\$ 889,023.60
GROUP C - Water Operations	1	year	\$ 75,436.92	\$ 226,310.76
Total Cost			\$ 657,000.00	\$ 1,971,000.00

CONCURRENCE:

- ☒ The Department has reviewed Vendor's response(s) for specification compliance and Vendor responsibility. I have reviewed all documents including the Vendor Questionnaire and after careful evaluation, I concur with recommendation for award to the Vendor.

PAST PERFORMANCE: (check all that apply)

- ☐ No Performance Survey/Evaluation Forms within the past three years.
- ☐ Past Performance Survey/Evaluation Forms relevant to the scope of this contract have been satisfactory.
- ☐ No past Performance Evaluations exist in the Procurement Management Division records

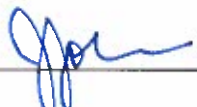
AND

- ☐ Reference Verification Forms are attached.

NON-CONCURRENCE:

- ☐ I do not concur. Detailed reason for non-concurrence is attached.

TYPED NAME OF SIGNER: JUDEEN JOHNSON TITLE: PWB Director
(Individual authorized to recommend the contract)

SIGNATURE:  DATE: 9/30/21



CONCURRENCE OF AWARD

TO: Donna Rockfeld, Chief Procurement Officer
Procurement Management Division

FROM: Judeen Johnson, Public Works Director
Andrea Suárez Abastida, NMB Water Director
Andrew Plotkin, Parks & Recreation Director

SUBJECT: Solicitation No.: ITB-21-054-SG
Citywide Grounds Maintenance Services

Recommended Vendor: COCO TREE SERVICE CORP.

Initial Award Amount: \$ 657,000.00

Potential Project Amount: \$ 1,971,000.00

Citywide Landscape Maintenance Services			Coco Tree Service Corp	
Item	Qty	Unit	Annual Price	Extended 3 Yr Cost
GROUP A - Public Works	1	year	\$ 285,221.88	\$ 855,665.64
GROUP B - Parks	1	year	\$ 296,341.20	\$ 889,023.60
GROUP C - Water Operations	1	year	\$ 75,436.92	\$ 226,310.76
Total Cost			\$ 657,000.00	\$ 1,971,000.00

CONCURRENCE:

- ☐ The Department has reviewed Vendor's response(s) for specification compliance and Vendor responsibility. I have reviewed all documents including the Vendor Questionnaire and after careful evaluation, I concur with recommendation for award to the Vendor.

PAST PERFORMANCE: (check all that apply)

- ☐ No Performance Survey/Evaluation Forms within the past three years.
- ☐ Past Performance Survey/Evaluation Forms relevant to the scope of this contract have been satisfactory.
- ☐ No past Performance Evaluations exist in the Procurement Management Division records

AND

- ☐ Reference Verification Forms are attached.

NON-CONCURRENCE:

- ☐ I do not concur. Detailed reason for non-concurrence is attached.

TYPED NAME OF SIGNER: Andrea Suárez Abastida
(Individual authorized to recommend the contract.)

TITLE: Director of Public Utilities

SIGNATURE: Andrea Suárez Abastida

DATE: 9/30/2021



CONCURRENCE OF AWARD

TO: Donna Rockfeld, Chief Procurement Officer
Procurement Management Division

FROM: Judeen Johnson, Public Works Director
Andrea Suárez Abastida, NMB Water Director
Andrew Plotkin, Parks & Recreation Director

SUBJECT: Solicitation No.: ITB-21-054-SG
Citywide Grounds Maintenance Services

Recommended Vendor: COCO TREE SERVICE CORP.

Initial Award Amount: \$ 657,000.00

Potential Project Amount: \$ 1,971,000.00

Citywide Landscape Maintenance Services			Coco Tree Service Corp	
Item	Qty	Unit	Annual Price	Extended 3 Yr Cost
GROUP A - Public Works	1	year	\$ 285,221.88	\$ 855,665.64
GROUP B - Parks	1	year	\$ 296,341.20	\$ 889,023.60
GROUP C - Water Operations	1	year	\$ 75,436.92	\$ 226,310.76
Total Cost			\$ 657,000.00	\$ 1,971,000.00

CONCURRENCE:

- ☒ The Department has reviewed Vendor's response(s) for specification compliance and Vendor responsibility.
I have reviewed all documents including the Vendor Questionnaire and after careful evaluation, I concur with recommendation for award to the Vendor.

PAST PERFORMANCE: (check all that apply)

- ☐ No Performance Survey/Evaluation Forms within the past three years.
☒ Past Performance Survey/Evaluation Forms relevant to the scope of this contract have been satisfactory.
☐ No past Performance Evaluations exist in the Procurement Management Division records

AND

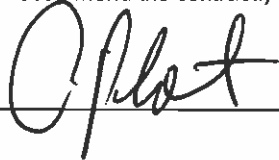
- ☒ Reference Verification Forms are attached.

NON-CONCURRENCE:

- ☐ I do not concur. Detailed reason for non-concurrence is attached.

TYPED NAME OF SIGNER: Andrew Plotkin
(Individual authorized to recommend the contract.)

TITLE: Parks & Recreation Director

SIGNATURE: 

DATE: 9/30/2021