



To: Honorable Mayor and Village Council

Date: July 3, 2013

From: Ron E. Williams, Village Manager

Re: Recommendation for Selection  
RFP No. 2013-PR-002

**A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO PARKS & RECREATION AND RESPONSE TO RFP-2013-PR-002; APPROVING THE VILLAGE MANAGER'S RECOMMENDATION OF TIP TOP ENTERPRISES, INC. AS THE MOST RESPONSIVE BIDDER IN PROVIDING LANDSCAPE/GROUND MAINTENANCE SERVICES FOR ALL VILLAGE PARKS; AND FURTHER AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO CONTRACT NEGOTIATIONS WITH SUBSEQUENT RECOMMENDATION FOR AWARD CONTINGENT UPON TERMS AND CONDITIONS AGREEABLE BY BOTH PARTIES AND FINAL APPROVAL BY THE VILLAGE COUNCIL; AND PROVIDING FOR AN EFFECTIVE DATE.**

**BACKGROUND AND ANALYSIS:**

Following a voluntary termination of landscape maintenance services from the Village's previous vendor, RFP 2013-PR-002 was issued in quest of re-establishing the needed grounds maintenance services for Village parks. Landscape maintenance was defined as mowing (excluding Bermuda ball fields), edging, trimming/weed-eating and weed/leaf control at designated frequencies throughout the year.

Pursuant to the proposals received for RFP No. 2013-PR-002, an analysis was conducted by an evaluation committee as selected by the Village Manager. The rankings as presented to the Village Manager for consideration and subsequent recommendation to the Village Council are as follows:

1. Tip Top Enterprises, Inc.....\$ 71,215.00
2. VisualScape.....\$ 94,920.00
3. SFM Services.....\$103,410.00
4. Superior Landscape & Lawn.....\$ 81,210.00
5. Brickman.....\$ 73,620.00
6. Greentree Landscaping.....\$ 87,000.00
7. ValleyCrest.....\$119,145.00
8. Mesis Landscaping.....\$ 83,250.00

The proposal proffered by Tip Top Enterprises, Inc. was found to be complete with all required documentation; as well as being the lowest cost-of-services offered. The City of Doral was contacted regarding the on-going landscape maintenance services provided by Tip Top Enterprises, Inc. for City parks, and the feedback was extremely positive. It was therefore the unanimous vote of the evaluation committee that the proposal proffered by Tip Top Enterprises, Inc., be presented to the Village Manager as the most responsive bidder, and thus meriting the Village Manager's consideration for a recommendation of award to the Village Council.

**FISCAL IMPACT:** Funding available as authorized in the FY 2012-2013 Adopted Budget.

**RECOMMENDATION:** Approval

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO PARKS & RECREATION AND RESPONSE TO RFP-2013-PR-002; APPROVING THE VILLAGE MANAGER'S RECOMMENDATION OF TIP TOP ENTERPRISES, INC. AS THE MOST RESPONSIVE BIDDER IN PROVIDING LANDSCAPE/GROUND MAINTENANCE SERVICES FOR ALL VILLAGE PARKS; AND FURTHER AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO CONTRACT NEGOTIATIONS WITH SUBSEQUENT RECOMMENDATION FOR AWARD CONTINGENT UPON TERMS AND CONDITIONS AGREEABLE BY BOTH PARTIES AND FINAL APPROVAL BY THE VILLAGE COUNCIL; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in an effort to re-establish permanent landscape maintenance services for Village parks, RFP-2013-PR-002 was prepared and issued in accordance with procurement policies; and,

WHEREAS, an evaluation committee met on June 26<sup>th</sup>, 2013 to discuss and rank all proposals received, and recommended Tip Top Enterprises, Inc., as the most responsive and qualified proposer meriting negotiations with the Village Manager and subsequent award of contract; and,

WHEREAS, the Mayor and Council may authorize the Village Manager to enter into said contract negotiations with Tip Top Enterprises, Inc., regarding Landscape/Ground Maintenance services pursuant to RFP-2013-PR-002.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AS FOLLOWS:

**Section 1.** Tip Top Enterprises, Inc. is selected as the most responsive and qualified proposer under RFP-2013-PR-002. The Village Manager is authorized to enter into contract negotiations with Tip Top Enterprises, Inc., for the Landscape/Grounds Maintenance Services of Village parks pursuant to RFP-2013-PR-002.

**Section 2.** Following negotiations, the Village Manager shall bring a recommended course of action back before the Village Council for review and ratification considerations.

**Section 3.** This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this \_\_\_\_\_ day of July, 2013.

Attest: \_\_\_\_\_  
Meighan J. Alexander  
Village Clerk

\_\_\_\_\_  
Shelley Stanczyk  
Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
Eve A. Boutsis  
Village Attorney

FINAL VOTE AT ADOPTION:

Council Member Patrick Fiore \_\_\_\_\_  
Council Member Tim Schaffer \_\_\_\_\_  
Council Member Joan Lindsay \_\_\_\_\_  
Vice-Mayor John Dubois \_\_\_\_\_  
Mayor Shelley Stanczyk \_\_\_\_\_