

# **1st ADVISORY COMMITTEE MEETING MINUTES**

**RFP20-0053**

## **Ground Maintenance for City Easements, Right of Ways, & Brick Streets**

**May 20, 2020, @ 10:30 AM**

**Online Via Zoom**

### **VOTING COMMITTEE MEMBERS PRESENT:**

1. Stephen Bailiff (Chair), Property Coordinator
2. Lisa J Henry, Streets and Stormwater Division Manager
3. Richard D Suggs, Street Right-Of-Way Supervisor
4. David P Wagg, Parks Assistant Division Manager
5. Cheryl Pilkington, Parks/Grounds Maintenance Program Manager

### **PROCUREMENT REPRESENTATIVE:**

1. Angela Thomas, Purchasing Agent III (Facilitator)

### **OTHERS PRESENT (CITY STAFF):**

1. Kay Hall, W/MBE Office

**Angela Thomas, Purchasing Agent III (Facilitator)**

**Meeting called to order at 10:36 am.**

Facilitator presented an overview of City's policies and procedures as it pertains to the Request for Proposal, Public Records Act or Sunshine Laws. An overview of City's Public Input Procedures was discussed but there were no public at this meeting.

A motion to approve the City requirements for Public Input Procedures for this and all subsequent Committee Meeting for **RFP20-0053 - Ground Maintenance for City Easements, Right of Ways, & Brick Streets.** Motion made by Cheryl Pilkington, Parks/Grounds Maintenance Program Manager and seconded by Streets and Stormwater Division Manager, all in favor and motion passed.

Proposals for this RFP were opened on **March 12, 2020.** Responsive proposals were received from the following firms:

1. Ameriscapes Landscape Management Inc.
2. Annan Landscape Co
3. Groundtek of Central FL Inc.
4. Yellowstone Landscape Southeast LLC

Kay Hall, M/WBE representative, gave the committee a recap of M/WBE participation and explained the form and responses to the Committee.

A motion to have M/WBE reevaluate participation and points. Motion made by Richard D Suggs, Street Right-Of-Way Supervisor and seconded by Lisa J Henry, Streets and Stormwater Division, all in favor and motion passed.

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A motion not to conduct other reference checks to all submitted references other than the references provided by the Procurement and Contracts Division during the Committee Meeting. Motion made by Richard D Suggs, Street Right-Of-Way Supervisor and seconded by David P Wagg, Parks Assistant Division Manager, all in favor and motion passed.

Discussions on the proposals ensued:

Kay Hall, M/WBE representative, gave the committee a recap after reevaluation of M/WBE participation and explained the form and responses to the Committee and points allowed for each proposer for the evaluation purposes.

A motion to proceed with evaluation and scoring. Motion made by David P Wagg, Parks Assistant Division Manager and seconded Lisa J Henry, Streets and Stormwater Division Manager, all in favor and motion passed.

Evaluations were conducted and tallied and the final ranking is:

1. Ameriscapes Landscape Management Inc.
2. Yellowstone Landscape Southeast LLC
3. Groundtek of Central FL Inc.
4. Annan Landscape Co

A motion to accept ranking and evaluations of the proposals and to recommend to City Council to authorize the Chief Procurement Officer to negotiate a contract with the Proposers in the ranked order until successful. Motion made by Lisa J Henry, Streets and Stormwater Division Manager and seconded by David P Wagg, Parks Assistant Division Manager, all in favor and motion passed.

Final Committee Meeting adjourned at **12:23 pm.**

These minutes are considered to be the official minutes of the **RFP20-0053 - Ground Maintenance for City Easements, Right of Ways, & Brick Streets**, Committee Meeting held on **May 20, 2020**, and no other notes, tapes, or other recordings taken by anyone take precedence.

Submitted by:

ANGELA THOMAS

Angela Thomas  
Purchasing Agent III  
Facilitator

Review and Accepted by:

Stephen Bailiff

Stephen Bailiff  
Property Coordinator  
Committee Chair



# CITY OF ORLANDO

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May 20, 2020

## MEMORANDUM

TO: David Billingsley, Chief Procurement Officer

FROM: Angela L. Thomas, Purchasing Agent III

SUBJECT: RFP20-0053 - Ground Maintenance for City Easements, Right of Ways, & Brick Streets

Please review / approve the attached Meeting Minutes for the subject Advisory Committee Meeting of May 20, 2020.

Approved:

A handwritten signature in black ink, appearing to read 'David Billingsley', written over a horizontal line.

David Billingsley, CPSM, C.P.M.

Chief Procurement Officer

### PROCUREMENT AND CONTRACTS DIVISION

CITY HALL • 400 SOUTH ORANGE AVENUE • P.O. BOX 4990 • ORLANDO, FLORIDA 32802-4990  
PHONE 407.246.2291 • FAX 407.246.2869 • CityofOrlando.net • esupplier.cityoforlando.net

**EVALUATION OF PROPOSALS**  
**RFP20-0053 - Ground Maintenance for City Easements, Right of Ways, and Brick Streets**

NO.	FACTOR	POSSIBLE POINTS	Ameriscapes Landscape Mgmt Inc.	Annan Landscape Company, LLC	Groundtek of Central FL, Inc.	Yellowstone Landscape
1	Assigned Management Team, Personnel, and Licensing	25	25	12	14	25
2	Experience of Proposer and Equipment	40	40	35	35	40
3	Minority and Women Owned Business Enterprise - The degree of participation by City certified or recognized M/WBE in subcontracts	10	0	0	0	5.4
4	Veteran Business Enterprise participation in subcontracts	2	0	0	0	2
5	Price Proposal	23	23	17	12	0
TOTAL POINT VALUE		100	88	64	61	72.4
RANKING BASED ON ABOVE POINTS *			1	3	4	2
#1 reflects the highest point value; #2 is the next highest point value; etc.)						

DATE: 5/20/2020

EVALUATOR: Lisa Henry  
(print name)

OF Streets and Stormwaer Division  
(print name of organization)

SIGNATURE: Lisa Henry

\* Each Advisory Committee member's top-ranked firm will be assigned one (1) point, second-ranked firm two (2) points and so on. After accumulating the members' scores, the Proposer with the lowest score shall be ranked first, the next lowest score shall be ranked second, and so on. In the event of a tie, the tied Proposers' total scores from each member will be added and compared. The Proposer with the highest point total will be ranked highest of the tied Proposers.

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NO.	FACTOR	POSSIBLE POINTS	Ameriscapes Landscape Mgmt Inc.	Annan Landscape Company, LLC	Groundtek of Central FL, Inc.	Yellowstone Landscape
1	Assigned Management Team, Personnel, and Licensing	25	22	18	20	18
2	Experience of Proposer and Equipment	40	35	30	33	32
3	Minority and Women Owned Business Enterprise - The degree of participation by City certified or recognized M/WBE in subcontracts	10	0	0	0	5.4
4	Veteran Business Enterprise participation in subcontracts	2	0	0	0	2
5	Price Proposal	23	23	21	15	12
TOTAL POINT VALUE		100	80	69	68	69.4
RANKING BASED ON ABOVE POINTS *			1	3	4	2
#1 reflects the highest point value; #2 is the next highest point value; etc.)						

20-May-20 EVALUATOR: \_\_\_\_\_ David Wagg  
(print name)

OF \_\_\_\_\_ Parks Division  
(print name of organization)

SIGNATURE: \_\_\_\_\_

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NO.	FACTOR	POSSIBLE POINTS	Ameriscapes Landscape Mgmt Inc.	Annan Landscape Company, LLC	Groundtek of Central FL, Inc.	Yellowstone Landscape
1	Assigned Management Team, Personnel, and Licensing	25	25	15	15	15
2	Experience of Proposer and Equipment	40	40	20	25	20
3	Minority and Women Owned Business Enterprise - The degree of participation by City certified or recognized M/WBE in subcontracts	10	0	0	0	5.4
4	Veteran Business Enterprise participation in subcontracts	2	0	0	0	2
5	Price Proposal	23	23	15	10	0
TOTAL POINT VALUE		100	88	50	50	42.4
RANKING BASED ON ABOVE POINTS *			1	2	2	4
#1 reflects the highest point value; #2 is the next highest point value; etc.)						

5/20/2020 EVALUATOR: \_\_\_\_\_ Richard Suggs  
(print name)

City of Orlando  
(print name of organization)

Richard Suggs

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NO.	FACTOR	POSSIBLE POINTS	Ameriscapes Landscape Mgmt Inc.	Annan Landscape Company, LLC	Groundtek of Central FL, Inc.	Yellowstone Landscape
1	Assigned Management Team, Personnel, and Licensing	25	25	5	10	15
2	Experience of Proposer and Equipment	40	40	20	30	30
3	Minority and Women Owned Business Enterprise - The degree of participation by City certified or recognized M/WBE in subcontracts	10	0	0	0	5.4
4	Veteran Business Enterprise participation in subcontracts	2	0	0	0	2
5	Price Proposal	23	23	15	10	5
TOTAL POINT VALUE		100	88	40	50	57.4
RANKING BASED ON ABOVE POINTS *			1	4	3	2
#1 reflects the highest point value; #2 is the next highest point value; etc.)						

5/20/2020 EVALUATOR: \_\_\_\_\_ Stephen Bailiff  
(print name)

Streets and Stormwater Division  
(print name of organization)

SIGNATURE: \_\_\_\_\_

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1	Assigned Management Team, Personnel, and Licensing	25	25	15	15	20
2	Experience of Proposer and Equipment	40	35	10	35	30
3	Minority and Women Owned Business Enterprise - The degree of participation by City certified or recognized M/WBE in subcontracts	10	0	0	0	5.4
4	Veteran Business Enterprise participation in subcontracts	2	0	0	0	2
5	Price Proposal	23	23	10	10	2
TOTAL POINT VALUE		100	83	35	60	59.4
RANKING BASED ON ABOVE POINTS *			1	4	2	3
#1 reflects the highest point value; #2 is the next highest point value; etc.)						

DATE: May 20, 2020

EVALUATOR: Cheryl Pilkington  
(print name)

OF City Of Orlando Parks Division  
(print name of organization)

SIGNATURE: *Cheryl Pilkington*

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