



VILLAGE OF KEY BISCAIYNE

Office of the Village Manager

MEMORANDUM

Village Council
Mayra P. Lindsay, *Mayor* **DATE:** June 5, 2018
Franklin H. Caplan, *Vice Mayor*
Luis F. de la Cruz **TO:** Honorable Mayor and Council Members
Gary R. Gross
Allison McCormick **FROM:** John C. Gilbert, Village Manager
Brett G. Moss
Katie Petros **RE:** Selecting SFM Services, Inc. for the Trimming and Pruning
Services for Hardwoods

Village Manager
John C. Gilbert

RECOMMENDATION

It is recommended that the Village Council authorize the Village Manager to expend an amount not to exceed \$91,025.00 to provide trimming and pruning services for hardwoods and execute a contract with SFM Services, Inc. as per the attached Proposal (Exhibit "A").

BACKGROUND

On April 17, 2018, the Village issued an invitation to Bid and published it the Miami Daily Business Review, Demandstar portal and Village's website. Seven (7) companies attended the mandatory pre-bid meeting and five (5) bids were received. SFM Services, Inc. is the lowest responsive and responsible bidder. The bid results are attached as Exhibit "B".

The objectives are to help protect the trees against impacts of potential storm events and minimize private property damages. The project consists of the trimming and pruning of trees located in the Village's right of way as detailed in the following scope of work:

- Crown and branch reduction
- Raising crowns
- Developing or improving structure
- Providing clearance
- Improving tree health
- Risk reduction and enhancing views

This project will be completed within 60 calendar days from the date specified in the notice to proceed. The work will be funded by the General Fund, Tree Trimming, Public Works budget line item.

Reviewed by Mr. Chad Friedman from Weiss Serota Helfman Cole & Bierman as to form and legal sufficiency.

RESOLUTION NO. 2018 - _____

**A RESOLUTION OF THE VILLAGE COUNCIL OF
THE VILLAGE OF KEY BISCAYNE, FLORIDA,
SELECTING SFM SERVICES, INC. FOR TRIMMING
AND PRUNING SERVICES FOR HARDWOODS
LOCATED IN THE VILLAGE'S RIGHT OF WAYS;
PROVIDING FOR AUTHORIZATION; AND
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Village Council desires to authorize the expenditure of Village funds for the project consisting of trimming and pruning of hardwoods located in the Village's right of ways (the "Project"); and

WHEREAS, the Village desires to trim and prune trees within the Village in order to help protect against the impacts of potential storm events and hurricanes; and

WHEREAS, the Village issued an Invitation to Bid and received five proposals for the Project; and

WHEREAS, SFM Services, Inc. (the "Contractor") submitted a proposal for the Project (the "Proposal"); and

WHEREAS, after review and evaluation of the five proposals, the Village Manager recommends that the Contractor be selected to perform the Project as the lowest, responsive and responsible bidder; and

WHEREAS, the Village Council desires to select Contractor to perform the Project and authorize the Village Manager to negotiate and execute a contract with the Contractor consistent with the Proposal in an amount not to exceed \$91,025.00 (the "Contract"); and

WHEREAS, the Village Council finds that this Resolution is in the best interest and welfare of the citizens of the Village.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA AS FOLLOWS:

Section 1. **Recitals.** Each of the above stated recitals are hereby adopted, confirmed and incorporated herein.

Section 2. **Selection.** The Village Council hereby selects the Contractor for the Project.

Section 3. **Authorization.** The Village Council hereby authorizes the Village Manager to negotiate and execute a Contract consistent with the Contractor's Proposal in an amount not to exceed \$91,025.00, and execute any related or necessary documentation on behalf of the Village, subject to approval by the Village Attorney as to form, content, and legal sufficiency.

Section 4. **Effective Date.** This Resolution shall be effective immediately upon adoption.

PASSED and ADOPTED this ____ day of _____, 2018.

MAYOR MAYRA PEÑA LINDSAY

ATTEST:

JENNIFER MEDINA, CMC
VILLAGE CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

VILLAGE ATTORNEY



1. Letter of Transmittal

Wednesday, May 16, 2018

Village of Key Biscayne
Jenifer Medina, Village Clerk
88 West McIntyre Street, Suite 220
Key Biscayne, Florida 33149

Dear Ms. Medina:

SFM Services, Inc. appreciates the opportunity to participate in the procurement process the Village has set forth for Trimming and Pruning Services for Hardwoods. SFM has been providing landscape maintenance services since 1987 to a mixed client base composed of major public facilities, government entities and commercial properties.

SFM is your complete landscape service company. Aside from routine maintenance SFM also offers with its own in house work forces the following:

- Landscape Installation
- Tree trimming & removal
- Irrigation Installation
- Landscape Design
- Certified Arborist Consulting
- Disaster Recovery

SFM President Mr. Christian Infante and Jose Infante are both ISA Certified Arborists. Jose Infante is also a licensed commercial pesticide applicator and a FNGLA Certified Landscape Maintenance Technician. (See attached certificates) Additionally, SFM has 2 other ISA certified arborists on staff. The SFM team uses the horticultural best management practices possible.

SFM understands the "Scope of Services" the Village has provided in the BID documents and is committed to perform the Trimming and Pruning Services in a positive and timely manner. Typically we begin contracts within 30-days after a notice to proceed has been issued. Should Village request to start services sooner, we are prepared to.

Respectfully Submitted,

Christian Infante

Christian Infante
President



SECTION 4

BID FORMS

BID TRIMMING AND PRUNING SERVICES FOR HARDWOODS

ATTACHMENT A

BID FORM

I hereby propose to furnish the goods and services specified in the BID. I agree that my BID will remain firm for a period of 120 days after opened by the Village in order to allow the Village adequate time to evaluate the BIDs

I certify that all information contained in this BID is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this BID on behalf of the Firm named as the Proposing Firm and that said Firm is ready, willing and able to perform if awarded the Agreement.

I further certify, under oath, that this BID is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a BID; no officer, employee or agent of the Village of Key Biscayne or any other proposer has an interest in said BID. Furthermore, I certify that the undersigned executed this BID Form with full knowledge and understanding of matters therein contained and was duly authorized to do so.

I further certify that the Proposer acknowledges receipt of all Addenda issued by the Village in connection with the BID, including:

Addendum # ___ Dated _____
Addendum # ___ Dated _____

Attached hereto are the following forms/documents which form a part of this BID:

Attachments

- A. BID Form
- B. Proposer's Certification
- C. No BID or BID Response
- D. Reference List
- E. Safety Record
- F. Proposer's Qualifications
- G. Indemnification Clause
- H. Sworn Statement, Public Entity Crimes
- I. Business Entity Affidavit
- J. Drug Free Work Place Affidavit
- K. Anti-Kickback Affidavit
- L. Non-Collusive Affidavit
- M. Additional Relevant Information
- N. Insurance Certificates
- O. Price Schedule Form

KEY BISCAYNE HARDWOOD TRIMMING PROJECT - 2018

Price Schedule Form

Street Name	Qty	Species	Price per Street
Crandon Boulevard	305	Oak	\$16,775.00
Harbor Drive	185	Mahogany	\$10,450.00
	5	Oak	
West Mashta Drive	62	Mahogany	\$3,410.00
Fernwood Road	127	Pigeon Plum	\$6,985.00
Glenridge Road	155	Oak	\$8,525.00
Woodcrest Road	157	Oak	\$8,635.00
Ridgewood Road	70	Gumbo Limbos	\$5,665.00
	33	Bulnesias	
Warren Lane	53	Oak	\$2,915.00
West McIntyre Street	98	Oak	\$5,390.00
Buttonwood Drive	30	Green Buttonwood	\$1,650.00
Cypress Road	27	Gumbo Limbos	\$1,485.00
Cranwood Drive	33	Oak	\$1,815.00
Greenwood Drive	6	Silver Buttonwood	\$440.00
	2	Sea Grape	
West Heather Lane	11	Green Buttonwood	\$605.00
Warren Lane - 600 blk	10	Yellow Tab	\$550.00
Allendale Road - 600/700 blk	52	Pink Tab	\$2,860.00
Myrtlewood Lane	7	Green Buttonwood	\$385.00
West Matheson Drive	18	Pigeon Plum	\$990.00
Bay Lane	7	Satin Leaf	\$385.00
Redwood Lane	13	Oak	\$1,210.00
	9	Banyan	
Beechwood Drive	8	Copper Pod	\$440.00
East Heather Drive	26	Mahogany	\$1,430.00
East Enid Drive	38	Mahogany	\$2,090.00
Island Drive	90	Mahogany	\$4,950.00
North Mashta Drive	18	Oak	\$990.00
	1655	Total	\$ 91,025.00

ARBORIST OPTION:

Must provide the Cost Differential if the certified arborist were to be on site for all trimming activity during the duration of the project.

\$ 10%
State numeric increase

PROPOSER'S NAME: SFM Services, Inc.
(Company's Name)

EXHIBIT "B"

TRIMMING AND PRUNING SERVICES FOR HARDWOODS PROJECT	
RESULTS BID No. 2018-04-17	
CONTRACTOR	TRIMMING/PRUNING COST
SUPERIOR LANDSCAPING	\$139,721.32
BARTLETT TREE EXPERT	\$146,152.60
SFM SERVICES	\$91,025.00
ATLANTIC TREE CARE	\$99,525.00
TRUE TREE SERVICE	\$379,550.00