SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Award and Enter into Contract with Pete’s Land Clearing, LLC for ITB 028-0-2019/RS Sumter County Street Sweeping Services (Staff Recommends Approval).

REQUESTED ACTION: Staff Recommends Approval

Meeting Type: Regular Meeting DATE OF MEETING: 7/9/2019

CONTRACT: □ N/A Vendor/Entity: Pete’s Land Clearing
Effective Date: 7/9/2019 Termination Date: 7/8/2021
Managing Division / Dept: Purchasing

BUDGET IMPACT: $122,048.64
FUNDING SOURCE: CTT
Type: Annual EXPENDITURE ACCOUNT: 103-340-541-3400

HISTORY/FACTS/ISSUES:
ITB 028-0-2019/RS Sumter County Street Sweeping Services was broadcasted on 4/17/2019. Bids were due on 6/20/2019 at 2:00 p.m. and opened at 2:05 p.m. in Room 110 of The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Two (2) bids were received on time from the following firms:

1. Pete’s Land Clearing, LLC - $122,048.64
2. USA Services - $134,038.98

There was one late submittal that was not opened.

The Selection Committee met on 6/21/2019 at 1:00 p.m. in Room 110 of The Villages Sumter County Service Center to review the bids. The Selection Committee agreed to recommend to the Sumter County Board of County Commissioners to enter into contract with Pete’s Land Clearing, LLC as the lowest responsive/responsible bid.

The following items are attached: bid opening meeting minutes from 6/20/2019, Selection Committee meeting minutes from 6/21/2019, ITB 028-0-2019/RS bid document, ITB submittal from Pete’s Land Clearing, LLC, and Agreement.

Prepared by: Becky Segrest Grammarly Check ☑
INVITATION TO BID (ITB)

Notice is hereby given that the Sumter County Board of County Commissioners (BOCC) will receive bids for the following: "ITB #028-0-2019/RS Sumter County Street Sweeping Services."

Bid information is available upon request by calling (352) 689-4400, by coming to The Villages Sumter County Service Center, Suite 200, 7375 Powell Road, Wildwood, FL 34785, or by contacting Demand Star at 1-800-711-1712 or www.DemandStar.com.

All inquiries and questions regarding this invitation to bid must be made only to the contact identified below and shall be made in writing by fax, e-mail, or mail:

Mrs. Becky Segrest, Assistant Purchasing Agent/Logistics Manager
Mailing Address:
7375 Powell Road, Suite 200
Wildwood, FL 34785
E-mail: Becky.Segrest@sumtercountyfl.gov
Fax: (352) 689-4401

The deadline for submission of questions relating to this bid shall be May 31, 2019, by 5:00 p.m. A copy of the bid must be obtained in order to view the items being requested by the BOCC.

All bids are due by 2:00 p.m. on June 20, 2019, to the address listed above. Late submittals will be unopened. ITB submittals must be clearly marked: "ITB #028-0-2019/RS Sumter County Street Sweeping Services."

Upon submission, all bids will become the property of the BOCC, who has the right to use any or all ideas presented in any packages submitted in response to this ITB, whether or not the bid is accepted. Bids will be opened at 2:05 p.m. on June 20, 2019, in Conference Room 110 of The Villages Sumter County Service Center, Wildwood, FL 34785.

The Selection Committee shall meet on June 21, 2019, at 1:00 p.m. in Conference Room 110 of The Villages Sumter County Service Center to review and discuss the bids. The Selection Committee's recommendation will be presented to the BOCC meeting on July 9, 2019.

SUNTER COUNTY BOARD OF COUNTY COMMISSIONERS
SUMTER COUNTY, FLORIDA
#884246 May 17, 2019
The meeting was held on 6/20/2019 at 2:05 p.m. in Room 110 located at The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Bradley Arnold, County Administrator was present on behalf of the County. Becky Segrest, Assistant Purchasing Agent/Logistics Manager, and Emilly Morrison, Purchasing Technician, were present on behalf of the Purchasing Division.

Due to traffic delays, Mr. Arnold presided over the start of the bid opening and began the verification of all required items for the bid. Upon arrival, Becky and Emilly provided a second review of the submittals and verified all required documents on the Bid Document Checklist.

Two (2) bid packages were received on time and opened. One (1) bid package was received after the deadline and was deemed non-responsive. The ITB requirements were verified as follows:

<table>
<thead>
<tr>
<th>ITB Requirements</th>
<th>Pete’s Land Clearing, LLC</th>
<th>USA Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 original, 3 copies, 1 electronic copy</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>ITB Cover Page</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Bid Document Checklist</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Exceptions or Deviations Sheet</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Bidder Certification/Addenda Acknowledgement Form</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Statement of General Terms and Conditions</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>A sworn, notarized Statement of Firms Experience and Personnel</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Drug Free Work Place Certificate</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Hold Harmless Agreement</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>E-Verify Certification Form and electronic signature page from MOU</td>
<td>Included</td>
<td>Missing Electronic Signature Form</td>
</tr>
<tr>
<td>Anti-Collusion Statement</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Statement of Public Entity of Crimes</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Exhibit C – Bid/Price Form</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>$122,048.64</td>
<td>$134,038.98</td>
<td></td>
</tr>
<tr>
<td>Certificate of Insurability</td>
<td>Included</td>
<td>Missing</td>
</tr>
</tbody>
</table>

Becky Segrest closed the meeting after reading aloud the remaining ITB dates as follows:
- Selection Committee meeting will be held on 6/21/2019 at 1:00 p.m. in Room 110.
- Recommendations to award and enter into contract will go to the Sumter County Board of County Commissioners on 7/9/2019.

The meeting adjourned at 2:21 p.m.
SIGN – IN SHEET

DATE:  4-20-19

TIME:  2:05 pm  Rm 110

BID/RFP/RFQ NAME:  028-0-2019/R5

- Pre-Bid/Proposal/Qualifications Meeting
- Bid/RFP/RFQ Opening
- Selection Committee Meeting
- Vendor Presentations / Selection Committee Meeting

Please list all the companies you are representing beside your name.

NAME

Becky Segrest

COMPANY

Boce Purchasing

Peter Vrontos
PLC 727-487-4284

Bradley Arnold

Emile Marmessier
Bocc Purchasing
PART 3

BID DOCUMENTS CHECKLIST OF ITEMS REQUIRED TO BE SUBMITTED

The following documents and forms in the following arrangement must accompany each bid or alternate bid submitted:

Documents that are mandatory and MUST accompany the submittal of the bid in order for the submission to be considered:

- One (1) original bid, clearly labeled "Original"
- Bid Cover Page. This is to be used as the first page of the ITB. This form must be fully completed and signed by an authorized officer of the vendor.
- Bidder Certification / Addenda Acknowledgement Form
- Statement of General Terms and Conditions
- A sworn, notarized Statement of Contractor's Experience and Personnel
- A sworn, notarized Drug Free Work Place Certificate must accompany each bid or alternate bid.
- A sworn, notarized Statement of Public Entity Crimes
- Exhibit A Bid / Price Form
- Attachment B Bid Form
- A separate sheet or sheets, clearly identified and numbered, of Exceptions or Deviations from the minimum specifications, must be attached to the Bid Form (if applicable).
- Anti-Collusion Statement
- Hold Harmless Agreement

Documents that are required as part of the submittal but will be considered minor discrepancies if turned in within 24 business hours (Monday – Friday 8:00 a.m. to 5:00 p.m.) after opening of the bid and are found to be in compliance with the purchasing standards of Sumter County:

- Three (3) printed copies of the bid in its entirety; and one (1) electronic single PDF version not password protected of the original submitted bid in its entirety.
- E-Verify Certification Form
- Electronic signature page of the E-Verify Memorandum of Understanding from the Department of Homeland Security. This must be dated prior to the ITB due date.
- Bid Document Checklist of Items Required to be Submitted
A Certificate of Insurability, acceptable to the County, shall accompany each bid or alternate bid, in the amounts as prescribed by State and Sumter County BOCC.

- All insurance policies shall be written on companies authorized to do business in the State of Florida and satisfactory to the Sumter County BOCC. Prior to commencing services pursuant to the award of this bid, the Contractor shall furnish to the Sumter County BOCC certificates of insurance showing the required coverage has been procured and paid for in advance. Within thirty (30) days prior to expiration, the Vendor shall provide the Sumter County BOCC with proof that required coverage has been extended.

Date: __________________

I, ____________________ (name), an authorized officer of ____________________ (company/vendor), confirm that the above listed documents are provided in our company’s bid being submitted to Sumter County and confirm I have read and understand the ITB document in its entirety.

INTENTIONALLY LEFT BLANK
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Date: __________________

I, ____________________ (name), an authorized officer of ____________________ (company/vendor), confirm that the above listed documents are provided in our company’s bid being submitted to Sumter County and confirm I have read and understand the ITB document in its entirety.
Selection Committee Meeting Minutes for ITB 028-0-2019/RS Sumter County Street Sweeping Services Project

The meeting was held on 6/21/19 at 1:00 p.m. in Room 110 located at The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Michael Bryant, Assistant Public Works Director, and Bobby Riley, Road and Bridge Superintendent, were present on behalf of the Selection Committee.

Emilly Morrison, Purchasing Technician, and Jordan Bailey, Purchasing Technician, were present on behalf of the Purchasing Division.

Emilly announced that the recommendation of the Selection Committee will go to the Sumter County Board of County Commissioners (BOCC) for award and to enter into a contract on 7/9/19.

Public Forum: None

Two members of the Selection Committee each reached out to the references of the lowest bid. All reference checks came back positive. The Selection Committee agreed to recommend to the Sumter County Board of County Commissioners to award and enter into contract with Pete’s Land Clearing, LLC as the lowest responsive/responsible bidder.

The meeting adjourned at 1:18 p.m.
SIGN - IN SHEET

DATE: 6/21/19

TIME: 1:00 pm Room 110

BID/RFP/RFQ NAME: ITB 028-0-2019 / RS

- Pre-Bid/Proposal/Qualifications Meeting
- Bid/RFP/RFQ Opening
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<tbody>
<tr>
<td>Emile Merriweather</td>
<td>BOC - Purchasing</td>
</tr>
<tr>
<td>Jordan Bailey</td>
<td>BOC - Purchasing</td>
</tr>
<tr>
<td>Michael Bryant</td>
<td>BOC - PW</td>
</tr>
<tr>
<td>Bobby Riley</td>
<td>BOC - PW</td>
</tr>
</tbody>
</table>
Board of Sumter County Commissioners
7375 Powell Road
Wildwood, FL 34785
PHONE: (352) 689-4400 FAX: (352) 689-4401

SELECTION COMMITTEE MEETING
ITB 028-0-2019/RS Sumter County Street Sweeping Services
1:00 PM
JUNE 21, 2019

PLEASE TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES

ANY PERSON REQUIRING REASONABLE ACCOMMODATION AT THIS MEETING BECAUSE OF A DISABILITY OR PHYSICAL IMPAIRMENT SHOULD CONTACT THE PURCHASING DIVISION, 7375 POWELL ROAD, WILDCOOD, FL 34785 (352) 689-4400 AT LEAST TWO DAYS BEFORE THE MEETING.

THE VILLAGES SUMTER COUNTY SERVICE CENTER (7375 POWELL ROAD, ROOM 110, WILDCOOD, FL 34785)

AGENDA

THE MEETING IS CALLED TO ORDER BY A REPRESENTATIVE FROM THE PURCHASING DIVISION

1. REVIEW OF MEETING DATES
2. PUBLIC FORUM
3. DISCUSSION BY SELECTION COMMITTEE
4. RECOMMENDATION BY SELECTION COMMITTEE TO BOARD OF COUNTY COMMISSIONERS
5. ADJOURN