



BOARD OF COUNTY COMMISSIONERS

DATE: May 19, 2015

AGENDA ITEM NO. 9

Consent Agenda ☒

Regular Agenda ☐

Public Hearing ☐

County Administrator's Signature:

Subject:

Award of Bid: Adopt-A-Program Management Services
Contract No. 145-0167-B(LN)

Department:

Public Works / Purchasing

Staff Member Responsible:

David Scott / Joe Lauro

Recommended Action:

I RECOMMEND THE BOARD OF COUNTY COMMISSIONERS AWARD THE BID TO KEEP PINELLAS BEAUTIFUL, INC. (KEEP PINELLAS BEAUTIFUL), LARGO, FLORIDA, FOR ADOPT-A-PROGRAM MANAGEMENT SERVICES ON THE BASIS OF BEING THE ONLY RESPONSIVE, RESPONSIBLE BID RECEIVED.

Summary Explanation/Background:

The purpose of this contract is to provide services to manage and coordinate debris clean-up programs county wide through volunteerism. This program includes projects for the Departments of Public Works (Adopt-A-Mile/Adopt-A-Pond), Parks and Conservation Resources (Adopt-A-Trail), and Solid Waste (Litter Control).

As only one bid was received for the current contract, an effort was made to generate interest and to reach as many potential providers as possible. The invitation to bid was posted on the County Internet sourcing portal, Demandstar, and was also sent directly to Keep America Beautiful affiliates in Florida. The sole bid received is from Keep Pinellas Beautiful, the only affiliate approved by Keep America Beautiful to operate in Pinellas County. As only one bid was received, staff negotiated with Keep Pinellas Beautiful and reduced their bid price by \$38,523.96. Keep Pinellas Beautiful is the current contractor and has a good performance record with the County.

This is a thirty-six (36) month contract effective May 24, 2015 with provision for one (1) twenty-four (24) month term extension. The term extension has provision for price adjustment (increase/decrease) in an amount not to exceed the average of the Consumer Price Index (CPI) for all Urban Consumers, Not Seasonally Adjusted, for the twelve (12) months prior to extension. The term extension shall be exercised if all terms and conditions remain the same with approval granted by the County Administrator.

Fiscal Impact/Cost/Revenue Summary:

Total Estimated Thirty-six (36) Month Expenditure Not to Exceed: \$862,086.96

Funding is provided with operating funds from the Departments of Public Works, Parks and Conservation Resources and Solid Waste.

Exhibits/Attachments:

Contract Review
Negotiated Final Price



**PURCHASING DEPARTMENT
CONTRACT REVIEW TRANSMITTAL**

CATS
NO.: 46517

PROJECT: Adopt-A-Program Management Services

BID NUMBER: 145-0167-B(LN)

TYPE: ☐ Purchase Contract ☐ Other: ☐ Construction-Less than \$100,000 ☐ One Time

In accordance with the policy guide for Contract Administration, the attached documents are submitted for review and comment.

Upon completion of review, complete Contract Review Transmittal and forward to next Review Authority listed. Please indicate suggested changes by revising, in RED, the appropriate section of the document reflecting the exact wording of the change.

RISK MANAGEMENT: Please enter required liability coverage on pages: 17-21

PRODUCT ONLY ☐

This is an annual contract. Estimated Expenditure: \$540,331.91

REVIEW SEQUENCE	REVIEW AUTHORITY	REVIEW DATE	REVIEW SIGNATURE	COMMENTS (Attach Separate page if necessary)	COMMENTS INCORPORATED
1.	<u>Purchasing Dept.</u> J. Lauro, Director C. Mancuso, Ass't. Director	1/30/15			
2.	<u>Department of Public Works.</u> R. Coates, Director K. Levy, Manager L. Tatro	2/12/15 2/12/15	 	yes	
	<u>Department of Parks and Conservation Resources</u> P. Cozzie, Director	2/9/15			
	<u>Department of Solid Waste</u> K. Oswald, Director	2-11-15 2-13-15	 	Regin disposal e Solid Waste?	

Using Dept please provide below information:

A. ☐ Yes, funding for this project is using grant funding. ☒ No, funding for this project is not using grant funding. If grant funding is being used you must provide Purchasing with the exact clauses that need to be on attached document.

B. Initial and Date Funding is available for this project. 2/20/15
Provide title of funding source DET operating monies from multiple departments
R. Parker Dept operating

C. Please check attached vendor list. Circle vendors you want bids mailed to. Add additional vendors with complete information (Name, Address, Phone and Email)

3. 2-24-15	<u>Risk Management Director</u> Attn: Virginia E. Holscher (Check applicable box at right)	2-27-15		Contractor shall secure and maintain volunteer liability insurance and general liability insurance. See changes p. 18-21 and Sample Agreement p. 18	HIGH RISK NOT HIGH RISK
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RETURN ALL DOCUMENTS TO PURCHASING

Make all inquiries to: _____ at Extension _____
In order to meet the following schedule, please return your requirements to Purchasing by: _____

TENTATIVE DATES	
Advertisement:	Opening:

Adopt-A-Program Management Services**Bid No. 145-0167-B(LN)****Negotiated Final Price**

			Keep Pinellas Beautiful	
Item	Line Item Description	Est. 36-Month Qty	Unit Price	Total
SECTION E1 - DEPARTMENT OF PUBLIC WORKS				
1	Program Management	36 Months	\$3,834.00	\$138,024.00
2	Recruiting Efforts	288 Each	\$88.67	\$25,536.96
3	Adopting Process	288 Each	\$34.57	\$9,956.16
Section E1 TOTAL				\$173,517.12
SECTION E2 -DEPARTMENT OF PARKS & CONSERVATION RESOURCES				
4	Program Management	36 Months	\$51.75	\$1,863.00
5	Recruiting Efforts	72 each	\$36.25	\$2,610.00
6	Adopting Process	72 each	\$25.90	\$1,864.80
Section E2 TOTAL				\$6,337.80
SECTION E3 - DEPARTMENT OF SOLID WASTE				
7	Program Management – Litter Control Programs & All Associated Costs	36 Months	\$18,950.89	\$682,232.04
Section E3 TOTAL				\$682,232.04
GRAND TOTAL SECTIONS E1, E2 & E3				\$862,086.96