

**SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM****SUBJECT:** Contracts and Purchasing**DEPARTMENT:** Fiscal Services **DIVISION:** Purchasing and Contracts Division**AUTHORIZED BY:** Lisa H. Spriggs **CONTACT:** Ray Hooper **EXT.** 7111

**Agenda Date** 04/13/04 **Regular** ☐ **Consent** ☒ **Work Session** ☐ **Briefing** ☐  
**Public Hearing – 1:30** ☐ **Public Hearing – 7:00** ☐

**MOTION/RECOMMENDATION:****BACKGROUND:****CONSTRUCTION CONTRACTS**

20. **Set-Aside the award of CC-1216-03/TLC – Mayfair Oaks Subdivision Barrier Wall to Contemporary Construction Southeast, Inc., Holly Hill and award instead to Schuller Contractors, Inc., Orlando (\$226,000.00).**

CC-1216-03/TLC will provide for all labor, materials, equipment, transportation, coordination and incidentals necessary to demolish and remove a portion of the existing Mayfair Oaks Subdivision Barrier Wall, footer, pilasters and debris from

**Reviewed by:****Co Atty:** \_\_\_\_\_**DFS:** \_\_\_\_\_**Other:** \_\_\_\_\_**DCM:** [Signature]**CM:** [Signature]**File No.** CFSP00

the job site and construct a new wall, footer and plasters in accordance with the Mayfair Oaks Subdivisions Barrier Wall plans as incorporated into the bidding documents (Approx. 621 feet in length and 6 to 7 feet high). This improvement is part of the County's policy for wall replacement on major roadway projects.

During the bid process, considerable confusion existed concerning the availability of the brick specified. Bidders discovered the brick in the original wall (and specified for the replacement wall) was no longer available. There was some difficulty in finding a suitable substitute that would work and that was acceptable to the Mayfair Oaks Homeowners. Two addenda to the IFB were issued to correct the specification and clarify the brick required by the job.

On October 28, 2003, the Board of County Commissioners awarded CC-1216-03/TLC to the lowest priced, responsive, responsible Bidder, Contemporary Construction Southeast, Inc., for \$171,200. After execution of the agreement it was discovered that Contemporary Construction Southeast, Inc. had bid block different from the final specification. This mistake makes their bid non-responsive as submitted.

Contemporary Construction Southeast, Inc. has indicated this was a mistake in their bid and has asked to be released from their agreement as they cannot provide the specified brick for their bid price. Public Works/Engineering and Fiscal Services/Purchasing and Contracts Division have thoroughly reviewed the circumstances and have determined uncertainty over the required brick has resulted in a bidding error.

Staff therefore recommends that the Board set-aside the award to Contemporary Construction Southeast, Inc. as a mistake in bid in accordance with the Seminole County Purchasing Code. Staff further recommends the Board approve award of the contact to the new lowest priced, responsive responsible bidder, Schuller Contractors, Inc. of Orlando for \$226,000.00. The completion time for this project is 135 calendar days from issuance of the Notice to Proceed by the County.

A BCR is being processed on this agenda for the additional funds required. Pending approval of that BCR, this is a budgeted project and funds will be available in accounts numbered 077515-6067 and 077521-6067, CIP #DE52191Z. Public Works/Engineering and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve and authorize the Chairman to execute the agreement as prepared by the County Attorney's Office.

- 21. Accept and authorize the Chairman to execute the Certificate of Final Completion for CC-1207-03/BJC – Greenwood Lakes WTP Sodium Hypochlorite Feed System (Certificate of Completion).**

CC-1207-03/BJC provided for all labor, materials, equipment and coordination necessary for the conversion of the Greenwood Lakes Water Treatment Plant from gaseous chlorine to liquid chlorine (sodium hypochlorite) for disinfection purposes. As of March 10, 2004, all work and documentation have been satisfactory completed. Environmental Services and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve the acceptance and authorize the Chairman to execute the Certificate of Completion.

**22. Accept and authorize the Chairman to execute the Certificate of Final Completion for CC-1183-02/BJC – NWRWWTF Reclaimed System Improvements and SR 46 T.M. with CenState Contractors, Inc. (Certificate of Completion).**

CC-1183-02/BJC provided for all labor, materials, equipment and coordination necessary for improvements at the Northwest Regional Wastewater Treatment Facility Reclaimed System and at the SR 46 Transmission Main. As of March 15, 2004 all work and documentation have been satisfactory completed. Environmental Services and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve the acceptance and authorize the Chairman to execute the Certificate of Completion.

**PROFESSIONAL SERVICES**

**23. Approve Ranking List, Authorize Negotiations, and Award an Agreement for PS-5155-04/AJR – CEI Services for East Lake Mary Blvd., Segment IIB.**

PS-5155-04/AJR will provide various professional services related to construction and engineering inspections for the construction of East Lake Mary Blvd., Segment IIB.

This project was publicly advertised and the County received nineteen submittals (listed in alphabetical order):

- AB/WCG Joint Venture, Orlando;
- Beiswenger, Hoch, & Associates, Altamonte Springs;
- CH2M Hill, Inc., Orlando;
- CMTS Florida, LLC, Maitland;
- CPH Engineers, Sanford;
- Dyer, Riddle, Mills & Precourt, Inc., Orlando;
- Earth Tech, Orlando;
- Eisman & Russo, Jacksonville;
- GAI Consultants, Inc., Orlando;
- H.W. Lochner, Inc., Orlando;
- JEA Construction Engineering Services, Inc., Rockledge;
- Keith & Schnars, P.A., Ft. Lauderdale;

- LBFH, Inc., Orlando;
- Page One Consultants, Inc., Orlando;
- Parsons Brinckerhoff Construction Services, Orlando;
- PBS&J, Orlando;
- Reynolds, Smith and Hills CS, Inc., Plantation;
- URS Construction Services, Orlando;
- Volkert Construction Services, Inc., Altamonte Springs.

The Evaluation Committee, which consisted of Robert Frank, Deputy County Manager; Gary Johnson, P.E., Director of Public Works; Jerry McCollum, P.E., County Engineer, Public Works; Stephen Krug, P.E., Principal Engineer, Public Works; Jim Pullen, P.E., Principal Engineer, Public Works; and Charles Wetzel, P.E., Assistant County Traffic Engineer, Public Works evaluated the submittals and short-listed four firms.

The Evaluation Committee interviewed the following four short-listed firms (listed in alphabetical order):

- AB/WCG Joint Venture, Orlando;
- Earth Tech, Orlando;
- PBS&J, Orlando;
- URS Construction Services, Orlando.

Consideration was given to the following criteria:

- Proposed Approach to performing the work;
- Similar Project Experience;
- Qualifications of the Project Team.

The Evaluation Committee recommends that the Board approve the ranking below and authorize staff to negotiate in accordance with F.S. 287.055, the Consultants Competitive Negotiation Act (CCNA). If negotiations with the top ranked firm are unsuccessful, negotiations will open with the second ranked firm; and so on, until a fair and reasonable agreement is reached that is within the constraints of the approved project budget. The estimated contract value is \$3,000,000.

1. URS Construction Services, Orlando;
2. AB/WCG Joint Venture, Orlando;
3. Earth Tech, Orlando;
4. PBS&J, Orlando.

Public Works/ Engineering Division and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the ranking, authorize

staff to negotiate and authorize the Chairman to execute an Agreement with the successful firm as prepared by the County Attorney's Office.

**24. Approve Ranking List, Authorize Negotiations, and Award a Master Agreement for PS-5157-04/AJR – Wekiva Springs Road Project (From Wekiva Springs Lane to Sabal Palm Drive).**

PS-5157-04/AJR will provide services for changes to the existing typical section of Wekiva Springs Road that will result in a raised and wider median. The Project will be split into two phases Preliminary (Phase 1) and Final (Phase 2). Services will include but not be limited to recommendations, drainage, utilities, investigations, design, permitting, and bidding.

This project was publicly advertised and the County received seven submittals (listed in alphabetical order):

- Avcon, Inc., Orlando;
- Bowyer-Singleton & Associates, Inc., Orlando;
- Brindley Pieters & Associates, Inc., Altamonte Springs;
- H.W. Lochner, Inc., Orlando;
- Lochrane Engineering, Inc., Orlando;
- Metric Engineering, Inc., Winter Park;
- Reynolds, Smith & Hills, Inc., Orlando.

The Evaluation Committee, which consisted of Antoine Khoury, Principal Engineer, Public Works; Jerry McCollum, P.E., County Engineer, Public Works; and Robert Walter, Principal Engineer, Public Works evaluated the submittals and short-listed four firms.

The Evaluation Committee interviewed the following four short-listed firms (listed in alphabetical order):

- Avcon, Inc., Orlando;
- Bowyer-Singleton & Associates, Inc., Orlando;
- Brindley Pieters & Associates, Inc., Altamonte Springs;
- Metric Engineering, Inc., Winter Park.

Consideration was given to the following criteria:

- Proposed Approach to performing the work;
- Innovative and Cost Saving Ideas;
- Team Experience.

The Evaluation Committee recommends that the Board approve the ranking below and authorize staff to negotiate in accordance with F.S. 287.055, the

Consultants Competitive Negotiation Act (CCNA). If negotiations with the top ranked firm are unsuccessful, negotiations will open with the second ranked firm; and so on, until a fair and reasonable agreement is reached.

1. Avcon, Inc., Orlando;
2. Bowyer-Singleton & Associates, Inc., Orlando;
3. Metric Engineering, Inc., Winter Park;
4. Brindley Pieters & Associates, Inc., Altamonte Springs.

Authorization for performance of services by the Consultant under this agreement shall be in the form of written Work Orders issued and executed by the County and signed by the Consultant. The work and dollar amount for each Work Order will be within the constraints of the approved project budget and negotiated on an as-needed basis for the project. The estimated contract value is \$400,000.

Public Works/ Engineering Division and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the ranking, authorize staff to negotiate and authorize the Chairman to execute an Agreement as prepared by the County Attorney's Office.

- 25. Approve Amendment #13 to PS-332-96/BJC – Engineering Services for Lake Emma Road, with Bowyer-Singleton & Associates, Inc. of Orlando (Time Extension).**

PS-332-96/BJC provides for preliminary engineering and final roadway design (including landscaping and irrigation plans) and design right-of-way maps with title search for the construction of approximately 2.1 miles of multi-land collector highway.

PS-332-96/BJC is due to expire by its own terms on April 18, 2004. Amendment #13 will extend the contract time to coincide with the construction schedule for this project.

Public Works/Engineering and Fiscal Services/Purchasing and Contracts Division recommend that the Board approve the amendment and authorize the County Manager to execute Amendment #13.

### **REQUEST FOR PROPOSALS**

- 26. Approve First (Final) Renewal to RFP-4102-00/BJC – Disclosure Counsel Services for Seminole County Government with Holland & Knight, LLP, Orlando (April 27, 2004 through April 27, 2006)**

RFP-4102-00/BJC provides for Disclosure Counsel Services for Seminole County. These services include, but are not limited to, review and update of current continuing disclosure policy, assistance with further development of standardized disclosure documents/language and electronic publications, review and assistance with the Annual Disclosure Document and adequate training of County staff. It also includes assistance regarding continuing disclosure in connection with primary debt offerings as needed.

Holland & Knight, LLP, Orlando have agreed to renew their contract for the period April 27, 2004 through April 27, 2006 at the current terms and conditions. The estimated renewal contract value is \$75,000.

Fiscal Services Department and Purchasing and Contracts Division recommend the Board approve the renewal and authorize Purchasing to notify the Consultant of such action.

### **TERM CONTRACTS**

**27. Award IFB-3080-04/GMG – Term Contract for Fire Alarm Monitoring, Inspections, Testing and Maintenance to Audio Systems of Florida, Inc., Longwood (Initial Contract Period three (3) years).**

IFB-3080-04/GMG will provide for all labor, materials, equipment, coordination and incidentals necessary for fire alarm monitoring, inspections, testing and maintenance of Seminole County locations.

The contractor shall provide Fire Alarm Systems monitoring twenty-four hours per day, seven days per week (24/7) and provide annual and semi-annual test and inspections of Fire Alarm Systems at designated Seminole County Government owned and leased buildings. Also, the contractor will provide maintenance based on R.S. Means Catalogs. The contractor is responsible for all materials, labor, supervision, tools, equipment and out-of-pocket expenses, including travel, necessary to provide 24-hour remote station monitoring services and test/inspections for the fire alarm detection systems identified in this solicitation documents.

This project was publicly advertised and the County received six (6) submittals in response to the solicitation. The Review Committee which consisted of Administrative Services Department/Facilities Maintenance personnel reviewed the responses and recommends award of the contract to the most responsive and responsible, lowest bidder, Audio Systems of Florida, Inc., Longwood. Consideration was given to proposed cost for required services and related experience.

This agreement shall take effect on the date of its execution by the County and shall run for an initial period of three (3) years. Authorization for performance of services by the Contractor under this agreement shall be in the form of written Purchase Orders issued and executed by the County on an as-needed basis and as directed by the County Project Manager. The estimated contract value over three years is \$156,000.

Administrative Services Department/Facilities Maintenance Division and Fiscal Services/Purchasing and Contracts Division recommends the Board to award the project and authorize the County Manager to execute the contract as approved and prepared by the County Attorney's Office and pursuant to the IFB documents.

**28. Award IFB-3082-04/GMG – Term Contract for Snack Vending Machines, to Lance, Inc., Charlotte, North Carolina (17% commissions on gross receipts).**

IFB-3082-04/GMG will provide for snack vending services for different locations throughout the County and the Sheriff's Office and Public Safety Buildings.

This project was publicly advertised and the County received one (1) submittal in response to the solicitation. The Review Committee which consisted of Administrative Services Department/Support Services Division personnel reviewed the response and recommends award of the contract to Lance, Inc., Charlotte, North Carolina. Consideration was given to service, past performance, experience and percentage of commission. The review committee recommends award of the contract considering all the evaluation factors and proposed price schedule and commissions offered to the County.

The vendor shall pay to the County a commission of 17% of gross sales. This is the same percentage rebate that was under the previous contract. Commissions will be paid on a monthly basis for the term of the agreement in effect for a period of three (3) years with two (2) additional periods of two (2) years.

Administrative Services/Support Services Division and Fiscal Services/Purchasing and Contracts Division recommends the Board to award the project and authorize the County Manager to execute the contract as approved and prepared by the County Attorney's Office and pursuant to the scope of services found in the IFB documents.

**29. Award IFB-3081-04/GMG – Term Contract for Cedar Ridge Grounds Maintenance and Internal Improvements Services Agreement, to Green Earth Corporation, Geneva (Initial Contract Period three (3) years).**



IFB-3081-04/GMG will provide for all labor, materials, equipment, coordination and incidentals necessary for mowing, edging, trimming, debris removal, fertilization, irrigation and miscellaneous ground maintenance related to Cedar Ridge complex, as further described in the scope of services.

This project was publicly advertised and the County received three (3) submittals in response to the solicitation. The Review Committee which consisted of Fiscal Services Department personnel reviewed the responses and recommends award of the contract to the most responsive and responsible, lowest bidder, Green earth Corporation, Geneva. Consideration was given to proposed cost for required services, past performance and related experience.

This agreement shall take effect on the date of its execution by the County and shall run for an initial period of three (3) years. The estimated contract value for three years is \$60,000. Authorization for performance of services by the Contractor under this agreement shall be in the form of written Purchase Orders issued and executed by the County on an as-needed basis and as directed by the County Project Manager.

Fiscal Services/MSBU and Fiscal Services/Purchasing and Contracts Division recommends the Board to award the project and authorize the County Manager to execute the contract as approved and prepared by the County Attorney's Office and pursuant to the IFB documents.

**30. Approve Renewal #3 to A/B-391-00/GMG – Term Contract for Roadway Pond Mowing – Turf Maintenance of Drainage Areas, with The Bon Terre Group, Orlando and Ott Landscaping Maintenance, Inc., Deland (July 26, 2004 through July 25, 2005).**

A/B-391-01/GMG provides mowing and ground maintenance services for roadway pond turf maintenance of drainage areas. The current Contractors, The Bon Terre Group, Orlando, and Ott Landscaping Maintenance, Inc., Deland have agreed to renew their current agreements with the County at the same terms and conditions.

Authorization for performance of services by the Contractors under this agreement shall be in the form of written Purchase Orders issued and executed by the County on an as-needed basis and as directed by the County Project Manager. The estimated renewal contract value is \$92,000.

Public Works/Stormwater Division and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve and authorize the Purchasing and Contracts Office to notify the Contractors of such approval and issue Purchase Order on an as-needed basis as long as the cumulative amount of the Purchase Orders does not exceed budgetary constraints.

31. **Approve Renewal #2 – Final to A/B-3015-01/GMG – Term Contract for Moving Services throughout Seminole County, with Graebel/Orlando Movers, Inc., Orlando (September 6, 2004 through September 5, 2005).**

A/B-3015-01/GMG provides for moving services county-wide on an as needed basis. The current Contractor, Graebel/Orlando Movers, Inc has agreed to renew their current agreement with the County at the same terms and conditions. Authorization for performance of services by the Contractor under this agreement shall be in the form of written Purchase Orders issued and executed by the County on an as-needed basis and as directed by the County Project Manager.

Administrative Services Department and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve and authorize the Purchasing and Contracts Office to notify the Contractor of such approval and issue Purchase Order on an as-needed basis as long as the cumulative amount of the Purchase Orders does not exceed budgetary constraints. The estimated renewal contract value is \$30,000.

32. **Approve Renewal #2 – Final to A/B-3024-01/JVP – Term Contract for Aerator (Pressure Washing) Services, with Awnclean USA, Tampa (July 25, 2004 through July 24, 2005).**

A/B-3024-01/JVP provides for aerator – pressure washing services for the Environmental Services Department and various Divisions within the County. The current Contractor, Awnclean USA has agreed to renew their current agreement with the County at the same terms and conditions.

Authorization for performance of services by the Contractor under this agreement shall be in the form of written Purchase Orders issued and executed by the County on an as-needed basis and as directed by the County Project Manager.

Environmental Services Department and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve and authorize the Purchasing and Contracts Office to notify the Contractor of such approval and issue Purchase Order on an as-needed basis as long as the cumulative amount of the Purchase Orders does not exceed budgetary constraints. The estimated renewal contract value is \$70,000.

33. **Approve Renewal #2 to A/B-3025-01/GMG – Term Contract for Mowing and Ground Maintenance Services for group B – Five Points Locations, with Omega Landscaping, Tavares, and Ameriscapes Landscape, Inc., Orlando (August 21, 2004 through August 20, 2005).**

A/B-3025-01/GMG provides mowing and ground maintenance services for various Five Points locations. The current Contractors, Omega Landscaping, Tavares, and Ameriscapes Landscape, Inc., Orlando have agreed to renew their current agreements with the County at the same terms and conditions.

Authorization for performance of services by the Contractors under this agreement shall be in the form of written Purchase Orders issued and executed by the County on an as-needed basis and as directed by the County Project Manager. The estimated renewal value is \$31,300.

Administrative Services Department/Facilities Maintenance and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve and authorize the Purchasing and Contracts Office to notify the Contractors of such approval and issue Purchase Order on an as-needed basis as long as the cumulative amount of the Purchase Orders does not exceed budgetary constraints.

#### **SOLE SOURCE/PROPRIETARY SOURCE**

- 34. Approve Proprietary Source Procurement and authorize the issuance of a Purchase Order for the Purchase of the Upgrade to the Computerized Meter Reading System and Training for Environmental Services Department, with Northrop Grumman Information Technology, San Diego, CA (\$32,200.00).**

Environmental Services Department utilizes the computerized handheld meter reading system in reading water meters throughout the county. The replacement system will upgrade their handheld units, software and reports. Northrop Grumman Information Technology, San Diego, is the proprietary vendor for the Versaterm Computerized Meter Reading System, confirmation included as part of the backup documents.

Authorization for services by the Contractor under this agreement shall be in the form of written Purchase Orders issued and executed by the County. Environmental Services Department/Water and Sewer Division and Fiscal Services/Purchasing and Contracts Division recommend the Board to approve the Sole Source procurement and authorize the issuance of a Purchase Order.