




Interoffice Memorandum

APPROVED  
BY ORANGE COUNTY BOARD  
OF COUNTY COMMISSIONERS

October 21, 2014

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TO: Mayor Teresa Jacobs  
and the Board of County Commissioners

FROM:  Jimmy Richardson, Manager, Procurement Division

CONTACT: Richard Tyson, Director  
Cooperative Extension Office

SUBJECT: Award of Invitation for Bids Y15-120-DG, Trees for the  
Orange County Streetscape Program

ACTION REQUESTED:

Approval to award Invitation for Bids Y15-120-DG, Trees for the Orange County Streetscape Program, to the low responsive and responsible bidder, Florida Landscape Brokers, Inc., in the estimated annual contract amount of \$241,050 for a 1-year term contract. Further request authorization for the Procurement Division to renew the contract for two additional 1-year terms.

PROCUREMENT:

To provide and deliver trees for the streetscape program. The streetscape program is administered by Orange County/University of Florida Extension to provide communities with trees to be planted on various streets for a more unified and established look. Also, this contract will support the Adopt-A-Tree program.

FUNDING:

Funding is available in account number 1029-062-2509-4146.

APPROVALS:

The Business Development and Cooperative Extension Office concur with this recommendation.

REMARKS:

Two bids were received in response to this Invitation for Bids. The bid prices are considered reasonable based in comparison of prices for the similar requirements under a previous county contract. The bids were evaluated for price, responsiveness and responsibility. Florida Landscape Brokers, Inc. is the lowest responsive and responsible bidder and is recommended for award.

The bid tabulation is as follows:

Florida Landscape Brokers, Inc.	\$241,050
SSI Arbor Solutions	\$471,700




Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

October 3, 2014

TO: Dorothy Gordon, Senior Purchasing Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator   
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

**PROJECT: IFB #Y15-120-DG, Trees for the Orange County Streetscape Program**

The Business Development Division evaluated the **2 bids** submitted for this project and found that **none** of the bidders are Orange County Certified Minority Women Business Enterprises. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 can not be applied.

c: Errick W. Young, Manager, Business Development Division

