



City Council Agenda Item
Meeting of January 5, 2016

TO: The Honorable Mayor and Members of the City Council
FROM: James R. O'Connor, City Manager
DATE: December 8, 2015

SUBJECT: Debris Removal Contracts Renewal – Bid No. 260-13/JO
REQUESTED BY: City Manager/Public Works Department

The following is requested as it relates to the above-referenced agenda item:

- Request Council review and approval based on the attached supporting documentation.
- No action required. (Information only)



DEPARTMENTAL CORRESPONDENCE

TO: James R. O'Connor, City Manager
DEPT: City Manager

VIA: Monte K. Falls, PE, Director
DEPT: Public Works *MKF 12/2*

FROM: Donald H. Dexter, Jr., Manager *DD*
DEPT: Public Works

DATE: December 1, 2015

**RE: Debris Removal Contracts Renewal
Bid No. 260-13/JO**

Background:

The purpose of this contract is for pre-event planning so that we have a competitively bid contract in place in case of a debris producing event that goes beyond the timely clean-up capabilities of our own staff and equipment. The contract(s) will not be activated unless such an event takes place.

On September 26, 2013 a public bid opening was conducted that resulted in 10 qualifying responses to the invitation to bid issued on August 29, 2013. The bids were analyzed based on quantities similar to what the City experienced from Hurricane Frances in 2004. As a result of that analysis the firm of Hensley R. Lee Contracting, Inc. of Picayune, MS offered the lowest response, and TFR Enterprises, Inc. of Leander, TX the second lowest response.

Originally, the award of these contracts was for two (2) years with an option to renew for 3 additional one (1) year terms. This would be the first renewal.

Funding:

Funding for this contract would initially come from a City account established for the specific event with potential partial reimbursement from the Federal Emergency Management Agency (FEMA) and the State of Florida. The reimbursement is typically 85% of eligible costs but may vary due to regulations put in place by FEMA and the State for the particular event.

Recommendation:

We recommend renewing the contracts with Hensley R. Lee Contracting, Inc. as the primary debris contractor, and TFR Enterprises, Inc. as the secondary debris contractor. These contracts would have an option to renew for 2 additional one (1) year terms.

Analysis:

Strengths: Awarding these contracts will allow the City to respond quickly to a disaster and provide backup if required. Having our own pre-positioned contract(s) is preferred by FEMA.

Weaknesses: None

Opportunities: City staff will be able to focus on cleaning up City properties and return to normal operations much sooner.

Threats: If a contract(s) is not awarded recovery after a debris producing event will be more difficult and could result in additional economic hardship to the community.

Attachment

Cc: Cynthia Lawson, Finance Director
John O'Brien, Purchasing Manager

DHD/ntn

CONTRACT RENEWAL FORM
CITY OF VERO BEACH

RE: Renewal of Contract 1628-C, Primary Vendor for Debris Removal Bid 260-13/JO

The undersigned has carefully examined the original Contract Documents, Contract Renewal form and Introductory Letter, and is familiar with the nature and extent of the conditions that may in any manner affect the materials or services required.

The Contractor shall agree to furnish all supplies, materials, manpower, tools, solutions, chemicals, and services called for in the manner prescribed in the original Contract Documents and at the unit prices stated in the renewal contract, for each of the items or combination of items stipulated. It shall be understood that the City has provided the quantities shown in the bid schedule as estimates and that the quantities could increase or decrease. It is further understood that payment shall be in accordance with actual quantities delivered, as more specifically described in the Contract Documents.

I agree to continue deliveries or services as specified, in accordance with the Contract Documents, in the time and to the places identified, and complete deliveries or services not later than the number of days specified in the Contract Documents or by a City Authorized Representative, with no price increase for this renewal term.

Renewal Contract period begins December 5, 2015 through December 5, 2016.

Hensley R. Lee Contracting, Inc

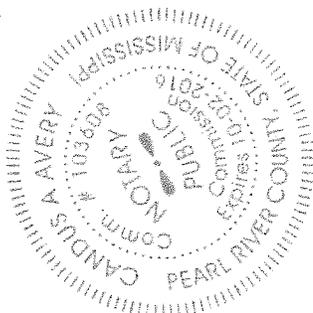
PRINT: JOHN C. LEE
SIGNED: [Signature]
TITLE: VICE PRESIDENT

STATE OF FLORIDA
COUNTY OF INDIAN RIVER

The foregoing instrument was acknowledged before me this 24th day of November, 2015, by John C. Lee as Vice President, on behalf of the corporation. They are personally known to me or have produced _____ as identification and did (did not) take an oath.

NOTARY PUBLIC
Sign: [Signature]
Print: Candus Avery
State of Florida at Large (seal)

Commission No.: 103608
My Commission Expires: 10-02-16



CONTRACT RENEWAL FORM
CITY OF VERO BEACH

RE: Renewal of Contract 1628-C, Primary Vendor for Debris Removal, Bid 260-13/JO

Renewal Contract period begins December 5, 2015 through December 5, 2016.

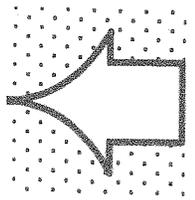
ATTEST:

CITY OF VERO BEACH:

Sign: _____
Print: TAMMY K. VOCK
Title: City Clerk

Sign: _____
Print: Jay Kramer
Title: Mayor

STATE OF FLORIDA
COUNTY OF INDIAN RIVER



The foregoing instrument was acknowledged before me this _____ day of _____, 20 ____, by Jay Kramer, Mayor of the City of Vero Beach, and attested by Tammy K. Vock, as City Clerk of the City of Vero Beach, Florida. They are both known to me and did not take an oath.

NOTARY PUBLIC

Sign: _____
Print: _____
State of Florida at Large (seal)
Commission No.: _____
My Commission Expires: _____

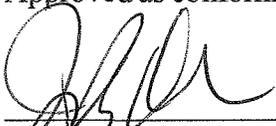
Approved as to technical requirements:



Monte Falls, Public Works Director

Date 12/2

Approved as conforming to municipal policy:



James R. O'Connor, City Manager

Date 12/8/15

Approved as to form and legal sufficiency:



Wayne Coment, City Attorney

Date 12/7/15

Approved as to budget sufficiency:



Cynthia D. Lawson, Finance Director

Date 12/4/15

CONTRACT RENEWAL FORM
CITY OF VERO BEACH

RE: Renewal of Contract 1630-C, Secondary Vendor for Debris Removal Bid 260-13/JO

The undersigned has carefully examined the original Contract Documents, Contract Renewal form and Introductory Letter, and is familiar with the nature and extent of the conditions that may in any manner affect the materials or services required.

The Contractor shall agree to furnish all supplies, materials, manpower, tools, solutions, chemicals, and services called for in the manner prescribed in the original Contract Documents and at the unit prices stated in the renewal contract, for each of the items or combination of items stipulated. It shall be understood that the City has provided the quantities shown in the bid schedule as estimates and that the quantities could increase or decrease. It is further understood that payment shall be in accordance with actual quantities delivered, as more specifically described in the Contract Documents.

I agree to continue deliveries or services as specified, in accordance with the Contract Documents, in the time and to the places identified, and complete deliveries or services not later than the number of days specified in the Contract Documents or by a City Authorized Representative, with no price increase for this renewal term.

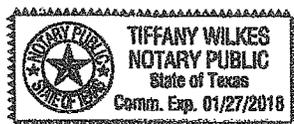
Renewal Contract period begins December 10, 2015 through December 10, 2016.

TFR Enterprises, Inc.

PRINT: Tipton F. Rowland
SIGNED: _____
TITLE: CEO

STATE OF FLORIDA
COUNTY OF INDIAN RIVER

The foregoing instrument was acknowledged before me this 19th day of November, 2015, by Tipton Rowland as CEO, on behalf of the corporation. They are personally known to me or have produced personally known as identification and did (did not) take an oath.



NOTARY PUBLIC
Sign: Tiffany Wilkes
Print: Tiffany Wilkes
State of Florida at Large (seal)

Commission No.: 12393381-4
My Commission Expires: 1/27/2018

**CONTRACT RENEWAL FORM
CITY OF VERO BEACH**

RE: Renewal of Contract 1630-C, Secondary Vendor for Debris Removal, Bid 260-13/JO

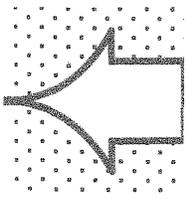
Renewal Contract period begins December 10, 2015 through December 10, 2016.

ATTEST:

CITY OF VERO BEACH:

Sign: _____
Print: TAMMY K. VOCK
Title: City Clerk

Sign: _____
Print: Jay Kramer
Title: Mayor



STATE OF FLORIDA
COUNTY OF INDIAN RIVER

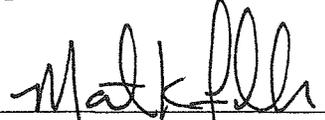
The foregoing instrument was acknowledged before me this _____ day of _____, 20 ____, by Jay Kramer, Mayor of the City of Vero Beach, and attested by Tammy K. Vock, as City Clerk of the City of Vero Beach, Florida. They are both known to me and did not take an oath.

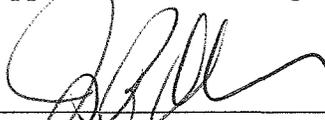
NOTARY PUBLIC

Sign: _____
Print: _____
State of Florida at Large (seal)
Commission No.: _____
My Commission Expires: _____

Approved as to technical requirements:

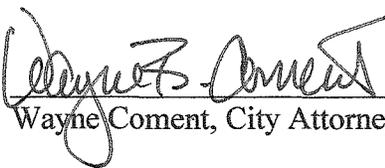
Approved as conforming to municipal policy:

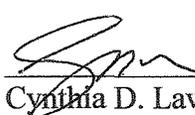
 Date 12/3/15
Monte Falls, Public Works Director

 Date 12/3/15
James R. O'Connor, City Manager

Approved as to form and legal sufficiency:

Approved as to budget sufficiency:

 Date 12/7/15
Wayne Coment, City Attorney

 Date 12/4/15
Cynthia D. Lawson, Finance Director