



# THE CITY OF DAYTONA BEACH

## Public Works Department

**TO:** James V. Chisholm, City Manager  
**THRU:** Reed Berger, Redevelopment Director  
**FROM:** David Waller, Deputy Public Works Director  
**DATE:** April 25, 2018  
**SUBJECT:** ELC Industries, LLC - Contract No. 0118-0100 - Planter Maintenance

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### REQUEST

The Public Works Department, Administrative Division, requests the City Commission to:

1. Reject the bid submitted by Mark Solomon Properties, Inc. as non-responsive as the bidder failed to complete the bid schedule correctly and, as a result, could not be properly evaluated. Memo to City Manager enclosed.
2. Waive informalities in the bid by ELC Industries, LLC, as minor irregularities, consisting of ELC Industries, LLC's erroneous use of its corporate principal's name in the first sentence of the Bid Proposal Form. The Bid Proposal Form otherwise indicates that the bid was being submitted as ELC Industries, LLC.
3. Authorize the Mayor and the City Clerk to award and execute a contract with ELC Industries, LLC, 1340 Shangri-La Drive, Daytona Beach, FL 32119 in the amount of \$12,870.00 for remainder of Fiscal Year 2017/2018 (5 months) based on the submitted Fee Schedule for a three (3) year term of \$232,848.00 or \$77,616.00 annually.
4. Authorize the City Manager to exercise the option to renew the contract for up two (2) terms of one (1) year each in the total amount of \$77,616.00 annually.

### PURPOSE

ELC Industries, LLC will provide as-needed planter maintenance to 196 total planters located at Beach Street and the Main Street District. Scope of work shall include, but is not limited to watering each planter, removing all trash, cigarette butts and foreign materials from planters and dispose offsite, pruning plants as appropriate/directed to promote healthy growth and to remove dead leaves and plants to ensure a clean appearance three (3) times a week on evenly spaced days; service specifics referenced in Exhibit A: Scope of Services of contract.

### CONSIDERATIONS

Continual planter maintenance will provide beautification enhancements to the City of Daytona Beach. All work must be performed when visitor traffic is low so pedestrian activities are not interrupted. The Contract Administrator or its designee must be notified of any deviations from the established schedule.

### FUNDING

Funding for FY 2017/2018 (5 months) can be found in accounts:

- 001-600425-539-531900-000000 - \$2,310 14 planters @ \$33/planter – General Fund
- 131-150220-552-546020-000000 - \$10,560 64 planters @ \$33/planter - Main St. CRA  
\$12,870 78 planters

Future funding is subject to commission approval of future budgets.

### RECOMMENDATIONS

It is recommended City Commission authorizes the Mayor and the City Clerk to execute and award a planter maintenance contract with the lowest responsive bidder, ELC Industries, LLC, in the amount of \$12,870.00 for remainder of the Fiscal Year 2017/2018, based on the submitted Fee Schedule for a three (3) year term with option to renew for up two terms of one (1) year each in the total amount of \$77,616.00 annually.

### ATTACHMENTS

1. Agenda Summary
2. ELC Industries, LLC Contract No. 0118-0100
3. Bid Tab & Bid Recap
4. Vendor Mail Out
5. Non-Responsive bidder letter – M.S.P.
6. Bid Tab vs. Remainder FY17/18
7. Budget Proof
8. Sufficiency of Funds
9. Power Point