

**Agenda Item Summary**

# 19-1121

BOC Meeting Date  
12/18/2019**Requesting Agency**

Real Estate and Asset Management

**Commission Districts Affected**

All Districts

**Requested Action** *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval to renew existing contracts - Department of Real Estate and Asset Management, Bid#18ITB116051C-GS, General Landscaping & Lawn Care Countywide Facilities, in the total amount of \$264,038.00 with: (A) Ed Castro Landscape, Inc. (Roswell, GA) in the amount of \$158,538.00, and (B) Georgia Green Landscaping (Marietta, GA) in the amount of \$105,500.00, to provide general landscaping, maintenance and lawn care services for 38 total Countywide sites. This action exercises the first of two renewal options. One renewal option remains. Effective dates: January 1, 2020 through December 31, 2020.

**Requirement for Board Action** *(Cite specific Board policy, statute or code requirement)*

In accordance with Purchasing Code Section 102-394(6), the Purchasing Department shall present all renewal requests to the Board of Commissioners at least 90 days prior to the contract renewal date or 60 days if the contract term is six (6) months or less.

**Is this Item related to a Strategic Priority Area?** *(If yes, note strategic priority area below)*

Yes                      All People trust government is efficient, effective, and fiscally sound

**Is this a purchasing item?**

Yes

**Summary & Background***(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)*

**Scope of Work:** These contracts provide general landscaping and lawn care for 38 total Countywide sites. This includes, but is not limited to, maintenance of ground covers, annuals, perennials, shrubs, trees and irrigation systems. The maintenance shall include but not limited to application of fertilizers, herbicides, pesticides, watering, pruning, weeding, deadheading, replacement planting (as approved by the County), loose trash removal and disposal out of county facilities, leaf removal, irrigation repair and maintenance, tree removal and spring and fall clean up.

**General Landscaping & Lawn Care Included:**

- ☐ Spring/Fall Cleanup: April & November
- ☐ Turf Maintenance; Removing debris, seeding, aeration, vermicide
- ☐ Mowing of Properties: Turf shall be at a height of 2 to 2.5 inches
- ☐ Mulch: Mulch depth from two (2) inches to three (3) inches.
- ☐ Shrubs and Tree Plant Maintenance: Necessary prune, trim and cleaning
- ☐ Weed Control and Fertilization

**Agency Director Approval****County Manager's Approval**

Typed Name and Title

Felicia Strong-Whitaker, Director

Phone

(404) 612-5800

Signature

Date

(A) Ed Castro Landscape, Inc.: Provides landscaping services for South Section, which consists of 26 sites with a total acreage of 117.5437 for total annual cost of \$158,538/ monthly \$13,211.50.

(B) Georgia Green Landscaping: Provides landscaping services for North Section, which consists of 12 sites with a total acreage of 71.1898 for total annual \$105,500/ monthly \$8,791.67.

**Community Impact:** None that the Department is aware of.

**Department Recommendation:** The Department of Real Estate and Asset Management recommends approval to renew existing contracts to provide general landscaping, maintenance and lawn care services for 38 total Countywide sites for fiscal year 2020.

These contracts were partial funded in FY2019 (not fully funded for the calendar year) due to the contract was only executed for six (6) months from July 1, 2019 through December 31, 2019, in the total amount of \$132,019. In 2020, we are requesting the full 12- months spending authority for general landscaping, maintenance and lawn care services for 38 total Countywide sites.

Historical Expenditures:

- FY2019: The County expenditures as of 10/29/2019, \$238,248.00
- FY2018: The County spent \$244,647.40
- FY2017: The County spent \$226,000.00

**Project Implications:** These contracts provide all of the necessary all labor, equipment, transportation and materials to provide general landscaping, maintenance and lawn care services for 38 total Countywide sites.

**Community Issues/Concerns:** None that the Department is aware of.

**Department Issues/Concerns:** If these renewal contracts are not approved, the County will not be able to provide general landscaping, maintenance and lawn care services for 38 total Countywide sites.

**History of BOC Agenda Item:** Yes, see charts below:

**(A) Ed Castro Landscape, Inc.**

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Contract Amount	19-0316	4/17/19	\$79,269.00
<b>1<sup>st</sup> Renewal</b>			<b>\$158,538.00</b>
Total Revised Amount			\$237,807.00

**(B) Georgia Green Landscaping**

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
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## Continued

Original Contract Amount	19-0316	4/17/19	\$52,750.00
<b>1<sup>st</sup> Renewal</b>			<b>\$105,500.00</b>
Total Revised Amount			\$158,250.00

<b>Contract &amp; Compliance Information</b>	<i>(Provide Contractor and Subcontractor details.)</i>
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**Total Contract Value: \$264,038.00**

**(A)**

**Contract Value:** \$158,538.00  
**Prime Vendor:** Ed Castro Landscape, Inc.  
**Prime Status:** Non-Minority  
**Location:** Roswell, GA  
**County:** Fulton County  
**Prime Value:** \$121,281.57 or 76.50%

**Subcontractor:** Earth Care Landscaping, Inc.  
**Subcontractor Status:** White Female Business Enterprise-Non Certified  
**Location:** East Point, GA  
**County:** Fulton County  
**Contract Value:** \$19,024.56 or 12.00%

**Subcontractor:** Standard Landscape, Inc.  
**Subcontractor Status:** African American Male Business Enterprise-Non Certified  
**Location:** Jonesboro, GA  
**County:** Clayton County  
**Contract Value:** \$18,231.87 or 11.50%

**Total Contract Value:** \$158,538.00 or 100.00%  
**Total M/FBE Value:** \$37,256.43 or 23.50%

**(B.)**

**Contract Value:** \$105,500.00  
**Prime Vendor:** Georgia Green Landscaping  
**Prime Status:** Non-Minority  
**Location:** Marietta, GA  
**County:** Cobb County  
**Prime Value:** \$84,400.00 or 80.00%

**Subcontractor:** M.J. Lawn & Maintenance  
**Subcontractor Status:** African American Male Business Enterprise Non-Certified  
**Location:** Lithonia, GA  
**County:** DeKalb County  
**Contract Value:** \$21,100.00 or 20.00%

**Total Contract Value:** \$105,500.00 or 100.00%  
**Total M/FBE Value:** \$21,100.00 or 20.00%

Grand Contract Value: \$264,038.00 or 100.00%  
Grand M/FBE Value: \$58,356.43 or 22.10%

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<b>Solicitation Information</b>	<b>NON-MFBE</b>	<b>MBE</b>	<b>FBE</b>	<b>TOTAL</b>
No. Bid Notices Sent:				
No. Bids Received:				
<b>Total Contract Value</b>	<b>\$264,038.00 or 100.00%</b>			
<b>Total M/FBE Values</b>	<b>\$58,356.43 or 22.10%</b>			
<b>Total Prime Value</b>	<b>\$205,681.57 or 77.90%</b>			
<b>Fiscal Impact / Funding Source</b> <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> 100-520-5222-1160: General, Real Estate and Asset Management, Professional Services - \$264,038.00, "Subject to availability of funding for FY 2020 by BOC"				
<b>Exhibits Attached</b> <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> <b>Exhibit 1:</b> Contract Renewal Agreements <b>Exhibit 2:</b> Contract Renewal Evaluation Form <b>Exhibit 3:</b> Contractor's Performance Reports				
<b>Source of Additional Information</b> <i>(Type Name, Title, Agency and Phone)</i> Joseph N. Davis, Director, Department of Real Estate and Asset Management, (404) 612-3772				

<b>Agency Director Approval</b>		<b>County Manager's Approval</b>
<b>Typed Name and Title</b> Felicia Strong-Whitaker, Director	<b>Phone</b> (404) 612-5800	
<b>Signature</b>	<b>Date</b>	

**Procurement****Contract Attached:**  
Yes**Previous Contracts:**  
Yes**Solicitation Number:**  
18ITB116051C-GS**Submitting Agency:**  
Department of Real  
Estate and Asset  
Management**Staff Contact:**  
Sang Gon Kim.**Contact Phone:**  
(404) 612-6127.**Description:** Approval to renew existing contract to provide general landscaping & lawn care services for 38 total Countywide sites.**FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount: \$132,019.00

Previous Adjustments: .

This Request: \$264,038.00

TOTAL: \$396,057.00

**MBE/FBE Participation:**Amount: 0 0%: [Click here to enter text.](#)

Amount: . 0%: .

Amount: \$58,365.43 or 22.10%: .

Amount: . %: .

**Grant Information Summary:**

Amount Requested: .

☐

Cash

Match Required: .

☐

In-Kind

Start Date: .

☐

Approval to Award

End Date: .

☐

Apply &amp; Accept

Match Account \$: .

**Funding Line 1:**100-520-5222-1160:  
\$264,038.00 "Subject  
to availability of  
funding adopted for  
FY2020 by BOC"**Funding Line 2:**

.

**Funding Line 3:**

.

**Funding Line 4:**

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**KEY CONTRACT TERMS****Start Date:**

1/1/2020

**End Date:**

12/31/2020

**Cost Adjustment:**[Click here to enter  
text.](#)**Renewal/Extension Terms:**

One renewal option remains

**ROUTING & APPROVALS**

(Do not edit below this line)

XX	Originating Department:	Davis, Joseph	Date: 11/4/2019
X	County Attorney:	Stewart, Denval	Date: 12/10/2019
XX	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia	Date: 12/10/2019
XX	Finance/Budget Analyst/Grants Admin:	Whitted, Ivan	Date: 11/4/2019
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 12/11/2019



**DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE**

**CONTRACT RENEWAL AGREEMENT**

**DEPARTMENT:** Real Estate and Asset Management

**BID/RFP# NUMBER:** 18ITB116051C-GS

**BID/RFP# TITLE:** General Landscaping & Lawn Care Countywide Facilities

**ORIGINAL APPROVAL DATE:** 4/17/2019

**RENEWAL PERIOD: FROM: 1/1/2020 THROUGH: 12/31/2020**

**RENEWAL OPTION #:** 1 OF 2

**NUMBER OF RENEWAL OPTIONS:** 2

**RENEWAL AMOUNT:** \$158,538.00

**COMPANY'S NAME:** Ed Castro Landscape, Inc.

**ADDRESS:** 1125 Old Ellis Rd.

**CITY:** Roswell

**STATE:** GA

**ZIP:** 30076

**This Renewal Agreement No. \_\_\_\_ was approved by the Fulton County Board of Commissioners on BOC DATE: BOC NUMBER:**

**SIGNATURES: SEE NEXT PAGE**

**SIGNATURES:**

**Vendor agrees to accept the renewal option and abide by the terms and conditions set forth in the contract and specifications for Bid/RFP# 18ITB116051C-GS**  
(Person signing must have signature authority for the company/corporation)

**NAME:** \_\_\_\_\_ **(Print)**  
**(CEO, President, Vice President)**

**VENDOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
**NOTARY PUBLIC:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **COUNTY:** \_\_\_\_\_

**SEAL (Affix)** **MY COMMISSION EXPIRES:** \_\_\_\_\_

**FULTON COUNTY, GEORGIA**

\_\_\_\_\_  
**ROBERT L. PITTS, CHAIRMAN**  
**FULTON COUNTY BOARD OF COMMISSIONERS** **DATE:** \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
**TONYA R. GRIER**  
**INTERIM CLERK TO THE COMMISSION** **DATE:** \_\_\_\_\_

**SEAL (Affix)**

**DEPARTMENT AUTHORIZES RENEWAL OPTION ON THE AFOREMENTIONED BID/RFP:**

**DEPARTMENT HEAD:** Joseph N. Davis. Director, DREAM

**DEPARTMENT HEAD SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ITEM#:** \_\_\_\_\_ **RCS:** \_\_\_\_\_ **ITEM#:** \_\_\_\_\_ **RM:** \_\_\_\_\_  
**RECESS MEETING** **REGULAR MEETING**





**DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE**

**CONTRACT RENEWAL AGREEMENT**

**DEPARTMENT:** Real Estate and Asset Management

**BID/RFP# NUMBER:** 18ITB116051C-GS

**BID/RFP# TITLE:** General Landscaping & Lawn Care Countywide Facilities

**ORIGINAL APPROVAL DATE:** 4/17/2019

**RENEWAL PERIOD: FROM: 1/1/2020 THROUGH: 12/31/2020**

**RENEWAL OPTION #: 1 OF 2**

**NUMBER OF RENEWAL OPTIONS: 2**

**RENEWAL AMOUNT: \$105,500.00**

**COMPANY'S NAME:** Georgia Green Landscaping

**ADDRESS:** 3605 Sandy Plains Rd, Suite 240-102

**CITY:** Marietta

**STATE:** GA

**ZIP:** 30066

**This Renewal Agreement No. \_\_\_\_ was approved by the Fulton County Board of Commissioners on BOC DATE: BOC NUMBER:**

**SIGNATURES: SEE NEXT PAGE**

**SIGNATURES:**

**Vendor agrees to accept the renewal option and abide by the terms and conditions set forth in the contract and specifications for Bid/RFP# 18ITB116051C-GS**  
(Person signing must have signature authority for the company/corporation)

**NAME:** \_\_\_\_\_ **(Print)**  
**(CEO, President, Vice President)**

**VENDOR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
**NOTARY PUBLIC:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_ **COUNTY:** \_\_\_\_\_

**SEAL (Affix)** **MY COMMISSION EXPIRES:** \_\_\_\_\_

**FULTON COUNTY, GEORGIA**

\_\_\_\_\_  
**ROBERT L. PITTS, CHAIRMAN**  
**FULTON COUNTY BOARD OF COMMISSIONERS** **DATE:** \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
**TOYNA R. GRIER**  
**INTERIM CLERK TO THE COMMISSION** **DATE:** \_\_\_\_\_

**SEAL (Affix)**

**DEPARTMENT AUTHORIZES RENEWAL OPTION ON THE AFOREMENTIONED BID/RFP:**

**DEPARTMENT HEAD:** Joseph N. Davis. Director, DREAM

**DEPARTMENT HEAD SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ITEM#:** \_\_\_\_\_ **RCS:** \_\_\_\_\_ **ITEM#:** \_\_\_\_\_ **RM:** \_\_\_\_\_  
**RECESS MEETING** **REGULAR MEETING**

## Contract Renewal Evaluation Form

<b>Date:</b>	October 16, 2019
<b>Department:</b>	Real Estate and Asset Management
<b>Contract Number:</b>	18ITB116051C-GS
<b>Contract Title:</b>	General Landscaping & Lawn Care Countywide Facilities

**Instructions:**

It is extremely important that every contract be rigidly scrutinized to determine if the contract provides the County with value. Each renewal shall be reviewed and answers provided to determine whether services should be maintained, services/scope reduced, services brought in-house or if the contract should be terminated. Please submit a completed copy of this form with all renewal requests.

**1. Describe what efforts were made to reduce the scope and cost of this contract.**

**No efforts have been made to reduce the reliance on contract services. There is not sufficient staffing to perform these functions internally.**

**2. Describe the analysis you made to determine if the current prices for this good or service is reflective of the current market. Check all applicable statements and provide documentation:**

☐ **Internet search of pricing for same product or service:**

Date of search:	October 16, 2019
Price found:	NA
Different features / Conditions:	NA
Percent difference between internet price and renewal price:	NA

**Explanation / Notes:**

The bid prices for landscaping are specific to the 38 project sites that are owned by the County. Vendor pricing was determined based on actual site visit. The internet pricing search is only able to determine a rough price per acre which is not an effective method to price the sites owned by the County. The Bid prices submitted by Castro and Georgia Green are on the low end of the per acre cost, and reflect below market pricing for landscape services.

☐ **Market Survey of other jurisdictions:**

Date contacted:	Click here to enter a date.
Jurisdiction Name / Contact name:	Click here to enter text.
Date of last purchase:	Click here to enter a date.
Price paid:	Click here to enter text.
Inflation rate:	Click here to enter text.
Adjusted price:	Click here to enter text.
Percent difference between past purchase price and renewal price:	Click here to enter text.
Are they aware of any new vendors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are they aware of a reduction in pricing in this industry?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How does pricing compare to Fulton County's award contract?	Click here to enter text.

**Explanation / Notes:**

**Fulton County bid prices are specific to the 38 sites located in the bid documents. No other jurisdiction has the same 38 county sites to make a cost comparison.**

☐ **Other (Describe in detail the analysis conducted and the outcome):**

Click here to enter text.

**3. What was the actual expenditure (from the AMS system) spent for this contract for previous fiscal year?**

\$132,019.00 (from 7/1/19 to 12/31/2019; for 6 months, \$22,003.17 per month)

**4. Does the renewal option include an adjustment for inflation?** ☐ Yes ☒ No  
(Information can be obtained from CPI index)

**Was it part of the initial contract?** ☐ Yes ☒ No

Date of last purchase:	Click here to enter a date.
Price paid:	Click here to enter text.
Inflation rate:	Click here to enter text.
Adjusted price:	Click here to enter text.
Percent difference between past purchase price and renewal price:	Click here to enter text.

**Explanation / Notes:**

Click here to enter text.

5. Is this a seasonal item or service? ☐ Yes ☒ No

6. Has an analysis been conducted to determine if this service can be performed in-house? ☐ Yes  
☒ No If yes, attach the analysis.

No staff is available to perform this function

7. What would be the impact on your department if this contract was not approved?

The Department will not be able to maintain the 38 sites listed in the ITB document

Anthony Spencer, DREAM

Prepared by

Joseph N. Davis, Director

Department Head

10/16/19 Click here to enter a date.

Date

10/16/19 Click here to enter a date.

Date



## DEPARTMENT OF PURCHASING &amp; CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT  
GOODS AND COMMODITIES SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
7/1/2019	9/30/2019	1/1/2019	12/31/2019
PO Number			PO Date
Department	<b>Real Estate and Asset Management</b>		
Bid Number	<b>18ITB116051C-GS</b>		
Service Commodity	<b>Landscape Design and Renovation</b>		
Contractor	<b>Ed Castro Landscapes</b>		

= Unsatisfactory	<i>Achieves contract requirements less than 50% of the time, not responsive, effective and/or efficient, unacceptable delay, incompetence, high degree of customer dissatisfaction.</i>
= Poor	<i>Achieves contract requirements 70% of the time. Marginally responsive, effective and/or efficient; delays require significant adjustments to programs; key employees marginally capable; customers somewhat satisfied.</i>
= Satisfactory	<i>Achieves contract requirements 80% of the time; generally responsive, effective and/or efficient; delays are excusable and/or results in minor programs adjustments; employees are capable and satisfactorily providing service without intervention; customers indicate satisfaction.</i>
= Good	<i>Achieves contract requirements 90% of the time. Usually responsive; effective and/or efficient; delays have not impact on programs/mission; key employees are highly competent and seldom require guidance; customers are highly satisfied.</i>
= Excellent	<i>Achieves contract requirements 100% of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal directions; customers expectations are exceeded.</i>

. Quality of Goods/Services (-Specification Compliance - Technical Excellence - Reports/Administration - Personnel Qualification)

☐ 0  
☐ 1  
☐ 2  
☒ 3  
☐ 4

Comments:

Castro always meets spec compliance. Quality of goods and services are excellent and personnel are experienced and knowledgeable with great technical excellence. Reports, invoices, proposals are prompt and always correct.

. Timeliness of Performance (-Were Milestones Met Per Contract - Response Time (per agreement, if applicable) - Responsiveness to Direction/Change - On time Completion Per Contract)

☐ 0  
☐ 1  
☐ 2  
☐ 3  
☒ 4

Comments:

Castro completes project in a timely manner; are efficient and always meets milestones. If an issue comes up or the scope has changed they respond in a timely manner; highly efficient with no delays

. Business Relations (-Responsiveness to Inquiries - Prompt Problem Notifications)

☐ 0  
☐ 1  
☐ 2  
☒ 3  
☐ 4

Comments:

Generally good business relations but sometimes takes a few days to respond to requests but generally responds to problems promptly, efficiently. If I call it can take a few days to get back to me but generally they respond with a text, email, call back within 48 hours.

# 19-1121

- ☐ 1  
☐ 2  
☒ 3  
☐ 4

Customers are always satisfied and they meet specifications most of the time.; Sometimes the plants are placed too close together or tree are planted a bit skewed. They will eventually come out to fix issues or correct the punchlist items but sometimes after a few reminders.

Contractors Key Personnel (-Credentials/Experience Appropriate - Effective Supervision/Management - Available as Needed)

- ☐ 0  
☐ 1  
☐ 2  
☒ 3  
☐ 4

Comments:

Key personnel are experienced and have proper credentials in the field and I can ask them questions and they usually know the answer. Supervision is generally good and effective but sometimes there could be better communication with management and personnel in the field. Available as needed; either by phone or text. Prompt and efficient.

Overall Performance Rating: 3.2

Would you select/recommend this vendor again?  
 Check box for Yes. Leave Blank for No)

☒ Yes ☐ No

Rating completed by:

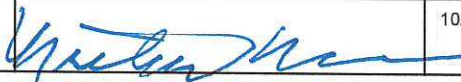
anthony.spencer

Department Head Name

Department Head Signature

Date

MICHAEL ROSS



10/17/2019



## DEPARTMENT OF PURCHASING &amp; CONTRACT COMPLIANCE

CONTRACTORS PERFORMANCE REPORT  
PROFESSIONAL SERVICES

Report Period Start	Report Period End	Contract Period Start	Contract Period End
7/1/2019	10/31/2019	7/1/2019	12/31/2019
PO Number			PO Date
			7/1/2019
Department	<b>Real Estate and Asset Management</b>		
Bid Number	<b>18ITB116051C-GS</b>		
Service Commodity	<b>General Landscaping &amp; Maintenance Lawn Care</b>		
Contractor	<b>Georgia Green Landscaping</b>		

<b>= Unsatisfactory</b>	<i>Achieves contract requirements less than 50% of the time, not responsive, effective and/or efficient, unacceptable delay, incompetence, high degree of customer dissatisfaction.</i>
<b>= Poor</b>	<i>Achieves contract requirements 70% of the time. Marginally responsive, effective and/or efficient; delays require significant adjustments to programs; key employees marginally capable; customers somewhat satisfied.</i>
<b>= Satisfactory</b>	<i>Achieves contract requirements 80% of the time; generally responsive, effective and/or efficient; delays are excusable and/or results in minor programs adjustments; employees are capable and satisfactorily providing service without intervention; customers indicate satisfaction.</i>
<b>= Good</b>	<i>Achieves contract requirements 90% of the time. Usually responsive; effective and/or efficient; delays have not impact on programs/mission; key employees are highly competent and seldom require guidance; customers are highly satisfied.</i>
<b>= Excellent</b>	<i>Achieves contract requirements 100% of the time. Immediately responsive; highly efficient and/or effective; no delays; key employees are experts and require minimal directions; customers expectations are exceeded.</i>

## . Quality of Goods/Services (-Specification Compliance - Technical Excellence - Reports/Administration - Personnel Qualification)

☐ 0  
☐ 1  
☐ 2  
☐ 3  
☒ 4

Comments:

vendor has provided quality products pine straw and other landscape materials as requested of the contract. vendor is always willing to help with any additional issues or added task.

## . Timeliness of Performance (-Were Milestones Met Per Contract - Response Time (per agreement, if applicable) - Responsiveness to Direction/Change - On Time Completion Per Contract)

☐ 0  
☐ 1  
☒ 2  
☐ 3  
☐ 4

Comments:

Vendor has some issues with manpower, and ability to perform on a routine schedule

## . Business Relations (-Responsiveness to Inquiries - Prompt Problem Notifications)

☐ 0  
☐ 1

Comments:



# 19-1121

ed any problems or concerns and addressed any customer complaints concerning landscaping that have come up.

☐ 3  
☐ 4

. Customer Satisfaction (-Met User Quality Expectations - Met Specification - Within Budget - Proper Invoicing - No Substitutions)

☐ 0  
☐ 1  
☐ 2  
☒ 3  
☐ 4

Comments:

vendor has provided proper invoices and other request as requested or required

. Contractors Key Personnel (-Credentials/Experience Appropriate - Effective Supervision/Management - Available as Needed)

☐ 0  
☐ 1  
☐ 2  
☒ 3  
☐ 4

Comments:

Mark Gregory has provided adequate and professional landscaping staff as needed or requested to complete the task and other task that have come up.

Overall Performance Rating: 2.8

Would you select/recommend this vendor again?  
Check box for Yes. Leave Blank for No)

☒ Yes ☐ No

Rating completed by:

anthony.spencer

Department Head Name

Department Head Signature

Date

MICHAEL ROSS



10/17/2019