



# Town of Miami Lakes Memorandum

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## TOWN OF MIAMI LAKES MEMORANDUM

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To: Honorable Mayor and Councilmembers

From: Edward Pidermann, Town Manager

Subject: Award Contract for ITB No. 2024-20 Street Sweeping Services

Date: September 10<sup>th</sup>, 2024

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### **Recommendation**

It is recommended that the Town Council authorize the Town Manager to execute contracts to SFM Services, Inc. (“SFM”), the lowest responsive and responsible bidder, to act as the primary contractor, and USA Services of Florida, LLC (“USA Services”), the second lowest responsive bidder, to act as the secondary contractor in the event SFM is non-responsive or otherwise unable to perform for, ITB 2024-20 Street Sweeping Services, in amounts not to exceed budgeted funds for these services.

The contract will be for a three (3) year period with two (2) one-year options to renew. Funds for this service will come from the Stormwater Utility Fund.

### **Background**

The Town requires comprehensive street sweeping services conducted in a manner that will present and maintain a clean appearance throughout all Town controlled roads, which must be cleaned on a bi-weekly basis. The work shall also include curb and/or gutter or swale roads, and the entire cross section of roads, including turn lanes. Sweeping shall consist of the collection and

removal of paper, leaves, and other visible debris that collects in the gutter, the road, or along the curb.

The Town issued Invitation to Bid (“ITB”) 2024-20 for Street Sweeping Services on July 22, 2024. The ITB was posted to DemandStar, Public Purchase, and posted in the Government Center Lobby.

To qualify for award, prospective Bidders were required to:

1. Have been in business providing street sweeping services for a minimum of five (5) years prior to the bid deadlines of experience;
2. Demonstrate through client reference letters the successful completion of at least three (3) street sweeping contracts of similar size scope and complexity with other public entities within the last five (5) years; and
3. Own or rent an industrial and municipal sized sweeper with the capacity to collect and transport debris in accordance with Section D1(2) of the ITB.

On the date of the bid opening, August 21, 2024, we received three (3) bids/proposals from the following Bidders/Proposers:

1. SFM Services, Inc. - \$320,312.20
2. USA Services of Florida, LLC - \$340,808.00
3. Kaylex Sweeping Inc. - \$780,130.00

Procurement conducted a thorough review of the bids to ensure they met all requirements and found that both SFM and USA Services complied with the minimum criteria outlined in the solicitation. Both bids were complete and included all necessary supporting documentation. The submittals satisfied the minimum qualifications, and procurement did not identify any significant issues in their past performance that would suggest SFM or USA Services is incapable of fulfilling the contract.

SFM, which has been in business for over 37 years, has the appropriate sweepers effectively perform the services, and supplied five (5) client references. In addition, SFM provided documentation showing they currently hold three street sweeping contracts with municipalities of similar size, scope, and complexity over the past five years. Furthermore, SFM currently manages several service contracts with the Town, such as, the Security Services, Grounds Maintenance Services and Litter Control Services. Their familiarity with our processes and challenges means that they are well-positioned to address issues promptly and effectively.

USA Services has been in business for 14 years and possesses the appropriate sweepers to perform the services effectively as well. They provided three client references that highlight the successful completion of three (3) street sweeping contracts of similar size, scope, and complexity within the last five (5) years. Due to a minor pricing difference, Procurement recommends awarding the contract to SFM as the primary contractor, and to USA Services as well to serve as the secondary contractor in the event that SFM is non-responsive or unable to perform.

Based on Procurement’s review of the bid submittals, we have determined that SFM is the lowest responsive and responsible bidder, and their bid prices are fair and reasonable. As such, it is recommended that the Town Council authorize the Town Manager to execute contracts in an

amount not to exceed budgeted funds with SFM as the primary contractor, and to USA Services to serve as a secondary contract in the event SFM is non-responsive or unable to perform under the contract.