

CS-20-065

Letter to extend or renew a Contract

Nassau County Contract Management
96135 Nassau Place, Suite 6
Yulee, FL 32097

Contract CM2152,

Renewal of Agreement for Landscape Maintenance at Robert M. Foster Justice Center

This letter confirms the renewal of the Contract on the terms set out below.

General information

No.	Topic	Details
1	Department	Name: Facilities Maintenance
2	Vendor	Name: Trim All Lawn Service, Inc.
3	Contract	Contract title: Landscape Maintenance at Robert M. Foster Justice Center Contract tracking number: CM2152-AR6 Account Number(s): 01074712-534013 Amount: \$35,736.28 29,390.04 (annually)


Contract Renewal

Notice of Cancellation received on 10/29/20. Last service

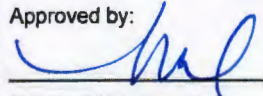
On behalf of the Nassau County Board of County Commissioners, the Department gives notice that it wishes to exercise the option to automatically renew the term of the Contract for one (1) year, beginning 10/1/2020 and ending 9/30/2021, in accordance with the clause in Section 1, Duration of Contract found in original contract CM2152.

If you need more information or would like to discuss this matter further, please contact John Cox at 904-530-6040 or via email at jcox@nassaucountyfl.com.

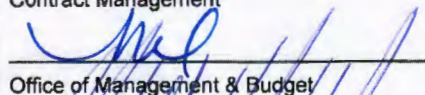
Yours sincerely



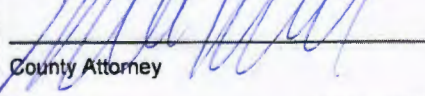
Facilities Maintenance, Department Head

Approved by: 

Contract Management

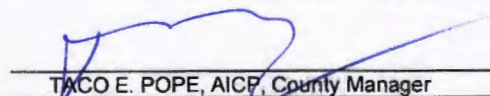


Office of Management & Budget



County Attorney

COUNTY MANAGER – FINAL SIGNATURE APPROVAL



TACO E. POPE, AICF, County Manager

will be
week up
11/23 under
contract.
Vendor may
operate
month-to-
month until
new vendor
is secured.
See memo
from County
Manager.

10-1-20

10/11/20

10/11/20

10/14/20

10/27/20

Handwritten mark at bottom right corner.

Trim All Lawn Service
942360 Old Nassauville Road
Fernandina Beach, FL 32034
Phone (904) 491-3232

October 29, 2020

Board of County Commissioners of Nassau County, FL
Nassau County Judicial Annex
76347 Veterans Way
Yulee, FL 32097

Please accept this letter as written notice to cancel the landscape maintenance agreement with Nassau County Judicial Annex. This serves as 30 day notice. Our last service will be the week of November 23rd, unless other arrangements are made.

We have enjoyed working with you and look forward to the opportunity to continue providing lawn maintenance services for you.

Thank you in advance for your understanding.

Sincerely,

Two blue ink signatures are displayed side-by-side on a light blue rectangular background. The signature on the left is a stylized cursive 'JL', and the signature on the right is a more fluid cursive 'Lee'.

Jason Lee, Owner
Trim All Lawn Service



NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
 96135 Nassau Place, Suite 1
 Yulee, Florida 32097

Daniel B. Leeper
 Aaron C. Bell
 Pat Edwards
 Thomas R. Ford
 Justin M. Taylor

Dist. No. 1 Fernandina Beach
 Dist. No. 2 Amelia Island
 Dist. No. 3 Yulee
 Dist. No. 4 Bryceville/Hilliard
 Dist. No. 5 Callahan/West Yulee

JOHN A. CRAWFORD
 Ex-Officio Clerk

MICHAEL S. MULLIN
 County Attorney/County Manager

TACO E. POPE, AICP
 Assistant County Manager

MEMORANDUM

TO: Megan Diehl, OMB Director
Michael Mullin, County Attorney

FROM: Taco E. Pope, AICP, County Manager

CC: Jason R. Leé, President, Trim All Lawn Service, Inc.
Brian Simmons, Procurement Manager
Amber Carter, Executive Legal Assistant
Doug Podiak, Public Works Director

DATE: October 27, 2020

RE: CM2152 – LANDSCAPE MAINTENANCE CONTRACT

On September 17, 2014, the County entered into a Landscape Maintenance Contract with Trim All Lawn Service, Inc. for various landscape services, including general maintenance of turf, flower beds, roadways and shrubs, irrigation system checks, fertilization, installation and removal of mulch, and weed and pest control of turf and ornamentals, at the Robert M. Foster Justice Center, referred to as the "Nassau County Judicial Annex" in the Contract. Trim All Lawn Service, Inc. has continued to perform these services in good faith at the rate of \$29,390.04 annually/\$2,449.17 monthly since the origination of the Contract in September 2014.

Over the years, Trim All Lawn Service, Inc. has provided services in a professional manner and it is the desire of the County to continue to utilize Trim All Lawn Service, Inc to provide services. Trim All Lawn Service, Inc. has made the County aware that they are no longer able to provide services at the 2014 (current) rate. Unfortunately, the Contract does not provide for a rate escalator tied to the CPI-U, other index, or an agreed to percentage increase. In good faith, Trim All Lawn Service, Inc. has verbally notified our Contract Management Department that they are prepared to terminate the Contract.

(904) 530-6010 or (866)-474-1446

An Affirmative Action / Equal Opportunity Employer

If Trim All Lawn Service, Inc. exercises their right to provide formal notice of termination, they are required to provide services for 30 days from the date of the notice, pursuant to the terms of the Contract at the contracted rate. Beyond the 30-day period, Trim All Lawn Service, Inc. will have no contractual obligation to the County.

Upon receipt of written notice of termination from Trim All Lawn Service, Inc., it would be in the best interest of the County to solicit the services currently being provided by Trim All Lawn Service, Inc. by way of an Invitation to Bid (ITB). While the County is not required to publish an ITB for these services, the exercise allows the county to test the marketplace for the best combination of price and service. However, it is my recommendation that we take sufficient time to analyze the needed services, develop minimum vendor qualifications, selection criteria, and very clear performance standards. As such, there will not be sufficient time to properly prepare and publish the ITB, review the submittals and secure a Vendor prior to the termination of the Contract.

Trim All Lawn Service, Inc. has done an excellent job at maintaining the grounds at the Robert M. Foster Justice Center, and in effort to maintain continuity until a new Vendor can be secured, I believe that it would be in the best interest of the County to allow Trim All Lawn Service, Inc. to continue to provide the current services on a month to month basis at a rate agreed upon by both Trim All Lawn Service, Inc. and the County for a period not to exceed 180 days. If at the end of 180 days a new vendor has not been secured, the Public Works Director, County Attorney, and I will reassess the situation.

Moving forward, it is my request that the County's Procurement Management and Contract Management teams assess the termination provisions in new contracts/agreements and, where appropriate, extend the termination period to allow time to execute an ITB/RFP/RFQ and corresponding contract/agreement.