

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, APPROVING A PURCHASE ORDER/QUOTE WITH C&L GRAPHICS FOR THE PURCHASE AND INSTALLATION OF THREE SIGNS AT DR. PAUL VOGEL COMMUNITY PARK; AUTHORIZING THE APPROPRIATE VILLAGE OFFICIALS TO IMPLEMENT THE PURCHASE ORDER/QUOTE; AUTHORIZING THE EXPENDITURE OF \$13,025 FOR THE SIGNAGE; AUTHORIZING VILLAGE OFFICIALS TO EXECUTE DOCUMENTS; AND PROVIDING AN EFFECTIVE DATE. (INTRODUCED BY VILLAGE MANAGER DENNIS KELLY)**

**WHEREAS**, North Bay Village (the "Village ") has obtained three cost estimates for the purchase of the signage at Dr. Paul Vogel Park, as designed previously by TGA Designs.

**WHEREAS**, C&L Graphics provided the lowest cost estimate and has provided the installation of the existing signage at Dr. Paul Vogel Community Park; and

**WHEREAS**, the Village Manager hereby recommends that the Commission approve the services of C&L Graphics at a lump sum cost of \$13,025 to continue to install the required park identification signs, signs advertising playground rules, park rules, and dedication signage, plus the cost of installation.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF NORTH BAY VILLAGE, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** The above Recitals are true and correct and incorporated herein by this reference.

**Section 2. Approval of Purchasing Order/Quote.** The Purchase Order/Quote with C&L Graphics in the amount of \$13,025 for purchase and installation of three signs for Dr. Paul Vogel Park, a copy of which is attached as Exhibit "1", together with such non-material changes as may be acceptable to the Village Manager and approved as to form and legality by the Village Attorney, is approved.

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- c. Travel. If travel is required to other areas of the state, including but not limited to Tallahassee, justified and reasonable travel expenses which are directly and exclusively related to the professional services rendered under this Agreement will be reimbursed in accordance with the rate schedule set forth in Section 112.061, Florida Statutes, or the Village's usual and customary travel reimbursement rates whichever is greater. For the purpose of computing travel expenses, the Consultant's place of business, listed in the preamble to this Agreement or Village Hall and all travel expenses shall be computed on the basis most advantageous to the Village. Pursuant to Section 112.061, Florida Statutes, James G. LaRue is designated as an authorized traveler during the life of this Agreement; provided, that all travel to be reimbursed must be authorized in writing (or by e-mail) by the 's project manager, prior to the making of travel reservations or the travel. Consultant will not charge for travel to and from the Village.
- d. The Consultant shall not pledge the Village's credit or make the Village a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness.
- e. The Consultant shall maintain a file(s), available for inspection by the Village, containing documentation of all costs and fees incurred in connection with this Agreement. The file(s) shall be maintained for a period of two years after the cost or fee is incurred by the Consultant, unless otherwise notified in writing by the Village specifying the document which may be exempted from being maintained.
- f. All payments will be made pursuant to monthly invoices submitted by the Consultant, and will be paid within thirty (30) days after receipt and approval by the Village.

4. **Project Management.** The Project Manager for the Consultant under this Agreement is James G. LaRue, AICP of LaRue Planning & Management Services, Inc. located at 1375 Jackson Street, Suite 206, Fort Myers, Florida 33901. The Project Manager for the Village shall be Jim LaRue.



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I spoke to Mykle Douglas of Vacantregistry.com and he explained that their service provides more than a foreclosure registry. They can extract all of the data for any municipality in Miami Dade County and create a data base that the contract city can access. They provide the software to access the data as well as use their system to update all city and code enforcement actions on each property. This becomes a data base for the Village's code enforcement operations. Currently the code enforcement officer uses an Excel spread sheet program to track the property and code issues.

Mr. Douglas explained that the company keeps the data base current because they access all of the recording agencies daily to update this data base. This includes the property appraiser's office, the county recordings and the court system. With them receiving the information daily the data base stays up to date and relieves the code enforcement officer from performing these tasks.

They have a standard contract for all units of government that they contract with. Most cities are currently charging \$150.00 per year. Vacantregistry.com would agree to perform these functions of maintaining the data base and providing the Village with the operating software for code enforcement, or any Village department to use for an annual fee of no less that \$75.00 or 50% of the registration fees collected (not to exceed \$100.00). They are increasing their fees to a minimum of \$100.00 for any municipality that charges \$200.00 or more. This system could also be used by utility billing or other departments to locate names and addresses of new owner or property managers. VacantRegistry.Com provides training on the system and they have a help desk to assist with items that come up with the use of the system on a daily basis.

When I was speaking to Mr. Douglas in August this year, he looked up North Bay Village's current foreclosures and there are about 200 at this date. We discussed the distribution of these and we agreed that probably a large portion of these are condo units. This is based on the fact that we have about 400 single family residential properties and about 3,700 multi family units (condos). The Village would require registration of all foreclosed properties regardless of type of property.

Since August North Bay Village has adopted an ordinance implementing the foreclosure registry. The ordinance was passed with the registration fee at \$250.00 annually. It is anticipated that North Bay Village can contract with Vacancy Registry at the cost of \$100.00 per property per year. This is the bid rate for the City of Boynton Beach's recent bid. This would produce the first year net revenue to the Village at \$30,000. (200 units at \$150.00 each - net) The second and later year's revenues would depend on the number of current foreclosed properties. The company would continue to maintain the data base daily for the annual fee of \$100.00 per property registered.

The City of Boynton Beach competitively bid this service in November 2011. They awarded the bid to Federal Property Registration Corp in January 2012. The bid price to the City of Boynton Beach is 50% of the fee charged by the City, not to exceed \$100.00. Boynton Beach is currently charging \$200.00 at this time. The Village attorney and Manager will negotiate the final terms of a contract and it may be slightly different in the draft attached.

**City of North Bay Village  
Landscape Maintenance RFP**

**October 9, 2012**

The City advertised for proposals to maintain the City's landscaping and ROW medians.  
The City received 3 proposals at the formal bid opening.

The proposals were from  
General Mow  
Orchidman  
SFM Services

The City Manager appointed an evaluation committee consisting of  
The Chairperson of the Community Enhancement Board  
A Landscape Architect  
A Building Official  
A Public Works Director  
A Code Enforcement Officer  
A Finance Director

The committee met and evaluated the three proposal without oral presentations.  
The areas of the criteria that the proposals were to be evaluated on were

Technical Experience/Qualifications in the Industry	25 points
Experience	30 points
Methodology/Approach to providing services	10 points
Proposed Pricing	35 points
	<hr/>
	100 points

The 6 members of the evaluation committee had reviewed the 3 proposals.  
The members discussed each proposal and all members expressed opinions.  
Then the 6 members independently completed the evaluation criteria forms

The Committee met a second time and invited the 3 firms to make an oral presentation.  
Two firms made oral presentations. The third firm did not show up.  
Each committee member had their rating form and was able to change any  
evaluation they had previously made. All member turned in their evaluation  
forms with no one making any changes. Every one felt that their first evaluation  
was an accurate evaluation of the 2 firms.

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The total evaluation scores are as follows.

	General Mow	Orchidman	SFM Services
Community Enhancement Board Member	79	65	98
Landscape Architect	92	87	93
Building Official	78	74	92
Public Works Dir.	98	70	92
Code Enforcement	98	35	80
Finance Dir	94	92	99
<b>Total score</b>	<b>539</b>	<b>423</b>	<b>554</b>
<b>Average score</b>	<b>89.8</b>	<b>70.5</b>	<b>92.3</b>

The Total Prices are as follows

Prices			
Year	General Mow	Orchidman	SFM Services
1	\$ 83,724	\$ 74,990	\$ 88,255
2	\$ 87,072	\$ 82,940	\$ 88,255
3	\$ 90,552	\$ 85,098	\$ 90,903
<b>3 Year total</b>	<b>\$ 261,348</b>	<b>\$ 243,028</b>	<b>\$ 267,413</b>
4	\$ 94,164	\$ 243,028	\$ 93,630
5	\$ 94,164	\$ 243,028	\$ 93,630
<b>5 Year total</b>	<b>\$ 449,676</b>	<b>\$ 729,083</b>	<b>\$ 454,673</b>

Prepared by Bert Wrains October 9, 2012

Updated December 10, 2012

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**Yvonne Hamilton**

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**From:** Bert Wrains  
**Int:** Monday, December 10, 2012 1:29 PM  
**To:** All Commissioners  
**Cc:** Bert Wrains; Dennis Kelly; Jenice Rosado; Sam Zamacona; Yvonne Hamilton; Penelope Friedland  
**Subject:** Landscape bid comparisons  
**Attachments:** evaluation.xlsx

Mayor and Commissioners.

The attached chart relates to agenda item 11N(4).

The second page has the summary of the 3 and 5 year costs.

Please insert it into your agenda book at page 11N(4)

There will be copies available at the meeting.

***Bert Wrains, CGFO***

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