

Meeting Date
January 26, 2016



AGENDA	
Section	CONSENT
Item No.	I.C.3

**AGENDA REPORT**  
 BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	Termination of Services for Convenience RE: Green Leaf Landscaping and Irrigation
DEPT/OFFICE:	CENTRAL SERVICES/FACILITIES

Requested Action:

It is requested that the Board of County Commissioners authorize the termination of the contracts with Green Leaf Landscaping and Irrigation.

Summary Explanation & Background:

In adopting the current fiscal year budget, the Board approved a program change to the Sheriff's budget as a cost saving measure, which increased oversight of Facility lawn maintenance. As part of this initiative the Sheriff's program utilizing inmates and community service workers to perform landscape maintenance at the Detention Center and Sheriff's Farm is now in a position to be expanded to include responsibility for the sites included in the Facilities RFP; courthouses, government centers, County service complexes, animal shelters, and other County office facilities.

Green Leaf Landscaping provides all lawn maintenance including mowing, shrub maintenance, edging, trimming/pruning, weeding, irrigation inspection, parking lot maintenance, and general debris removal in accordance with Request for Proposal # P-5-14-15/Complete Lawn Maintenance Facilities Department. Request the Board approve Termination for Convenience of Contract for RFP#P-5-14-15, and providing the contractor the thirty-day notice of termination, as allowed by the contract. The agreement with the Brevard County Sheriff's Department will be formalized by a Memo of Understanding signed by the County Manager. The Sheriff's crew will assume grounds maintenance responsibilities March 1, 2016.

Fiscal Impact: Savings for the remainder of this fiscal year, beginning March 1, 2016, will be approximately \$100,000.

Scott Barrett, Facilities x52050  
[Scott.barrett@brevardcounty.us](mailto:Scott.barrett@brevardcounty.us)

Clerk to the Board Instructions:

Exhibits Attached: Termination For Convenience Memo to Green Leaf Landscaping and Irrigation

Contract /Agreement (If attached): Reviewed by County Attorney		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	PR	<input type="checkbox"/>
County Manager	Assistant County Manager	Department Director / Extension					
Stockton Whitten	Frank Abbate	Teresa Camarata, Central Services Director					
	Assistant County Manager						



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001  
Fax: (321) 264-6972  
Tammy.Rowe@brevardclerk.us

January 27, 2016

MEMORANDUM

TO: Teresa Camarata, Central Services Director

Attn: Scott Barrett

RE: Item II.C.3., Termination of Services for Convenience for Green Leaf Landscaping and Irrigation

The Board of County Commissioners, in regular session on January 26, 2016, authorized the termination of the contracts with Green Leaf Landscaping and Irrigation.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

/kg

cc: Contracts Administration  
Finance  
Budget



Florida's Space Coast

Facilities Department  
2725 Judge Fran Jamieson Way, Suite A207  
Viera, FL 32940-6605

(321) 633-2050  
FAX: (321) 633-2051  
[www.brevardcounty.us/centralservices/facilities](http://www.brevardcounty.us/centralservices/facilities)

January 26, 2016

Mr. Steve Rose  
Green Leaf Landscaping and Irrigation  
2800 Allen Hill Avenue  
Melbourne, FL 32940

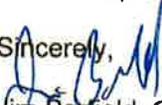
**RE: P-5-14-15 Complete Lawn Maintenance for Brevard County Facilities  
Termination for Convenience**

Dear Mr. Rose:

Please be advised that, Brevard County is hereby exercising its termination rights in accordance with General Conditions #42 of the Request for Proposal (RFP) Invitation. Due to changes in circumstances, the Facilities Department will be utilizing in-County resources by the Brevard County Sheriff's Department for Facilities lawn maintenance services beginning March 01, 2016.

This letter shall serve as termination of the above contract for convenience, effective March 01, 2016. Purchase Orders 4500088335 will be closed effective March 1, 2016. Green Leaf Landscaping and Irrigation will be required to complete the lawn maintenance services in accordance with the February scheduled outlined in the RFP. Once all services have been completed to the County's satisfaction and receipt of a final invoice, Brevard County will make final payment for services performed through the date of termination and release performance bond. This action will not adversely affect your ability to continue to bid on Brevard County procurements.

We appreciate your dedicated service for the past several years, and have enjoyed our working relationship with Green Leaf Landscaping and Irrigation.

Sincerely,  
  
Jim Barfield, Chair  
Board of County Commissioners

Attachment: Agenda Item 1/26/16

cc: Scott Barrett, Building & Operations Manager, Facilities  
Mary Bowers, Support Services Manager, Facilities  
April Chapman, Purchasing Services



Florida's Space Coast

Facilities Department  
2725 Judge Fran Jamieson Way, Suite A207  
Viera, FL 32940-6605

(321) 633-2050  
FAX: (321) 633-2051  
[www.brevardcounty.us/centralservices/facilities](http://www.brevardcounty.us/centralservices/facilities)

January 26, 2016

Mr. Steve Rose  
Green Leaf Landscaping and Irrigation  
2800 Allen Hill Avenue  
Melbourne, FL 32940

**RE: P-5-14-15 Complete Lawn Maintenance for Brevard County Facilities  
Termination for Convenience**

Dear Mr. Rose:

Please be advised that, Brevard County is hereby exercising its termination rights in accordance with General Conditions #42 of the Request for Proposal (RFP) Invitation. Due to changes in circumstances, the Facilities Department will be utilizing in-County resources by the Brevard County Sheriff's Department for Facilities lawn maintenance services beginning March 01, 2016.

This letter shall serve as termination of the above contract for convenience, effective March 01, 2016. Purchase Orders 4500088335 will be closed effective March 1, 2016. Green Leaf Landscaping and Irrigation will be required to complete the lawn maintenance services in accordance with the February scheduled outlined in the RFP. Once all services have been completed to the County's satisfaction and receipt of a final invoice, Brevard County will make final payment for services performed through the date of termination and release performance bond. This action will not adversely affect your ability to continue to bid on Brevard County procurements.

We appreciate your dedicated service for the past several years, and have enjoyed our working relationship with Green Leaf Landscaping and Irrigation.

Sincerely,

Jim Barfield, Chair  
Board of County Commissioners

Attachment: Agenda Item 1/26/16

cc: Scott Barrett, Building & Operations Manager, Facilities  
Mary Bowers, Support Services Manager, Facilities  
April Chapman, Purchasing Services

## Deborah Thomas

---

**From:** Tammy Rowe  
**Sent:** Thursday, February 11, 2016 8:17 AM  
**To:** 'Barrett, Scott T'  
**Cc:** Donna Scott; Deborah Thomas  
**Subject:** RE: TERMINATION OF SERVICES

Yes, Scott, that would be great.

Again, sorry for the inconvenience.

Have a great day.

Tammy

---

**From:** Barrett, Scott T [<mailto:Scott.Barrett@brevardcounty.us>]  
**Sent:** Wednesday, February 10, 2016 6:35 PM  
**To:** Tammy Rowe  
**Cc:** Donna Scott; Deborah Thomas  
**Subject:** Re: TERMINATION OF SERVICES

Tammy,  
Mary Bowers sent the letter over to Comm. Barfield's office for signature this afternoon. Do you need a copy when Mary gets the letter back?

Thanks for your help

Scott

Sent from my iPhone

On Feb 10, 2016, at 4:59 PM, Tammy Rowe <[Tammy.Rowe@brevardclerk.us](mailto:Tammy.Rowe@brevardclerk.us)> wrote:

Scott:

I was looking at this Item that you requested be scanned to you and noticed it was a letter that should have been signed by the Chairman. We will ask Chairman Barfield to sign it Tuesday, and if you'd like to pick it up that would be fine, or we could drop it off in the County Manager's office for pick up.

I truly apologize for any inconvenience this may have caused.

Tammy Rowe, Supervisor  
Clerk to the Board  
Brevard County Clerk of Courts  
[tammy.rowe@brevardclerk.us](mailto:tammy.rowe@brevardclerk.us)  
321-637-2001 Ext. 49056

---

**From:** Deborah Thomas  
**Sent:** Wednesday, February 10, 2016 3:24 PM  
**To:** 'SCOTT.BARRETT@BREVARDCOUNTY.US'  
**Cc:** Clerk to the Board  
**Subject:** TERMINATION OF SERVICES

Good afternoon:

Per your phone request, attached please find Item II.C.3 "TammyGram" and attachment from January 26, 2016 Regular board meeting.

If you have any questions, don't hesitate to contact us.

Thank you.

*Deborah Thomas*  
Administrative Assistant  
Clerk to the Board  
(321)637-2001 ext. 49433  
[Deborah.thomas@brevardclerk.us](mailto:Deborah.thomas@brevardclerk.us)  
<image001.png>

---

**Under Florida law, all correspondence sent to the Clerk's Office, which is not exempt or confidential pursuant to Chapter 119 of the Florida Statutes, is public record. If you do not want the public record contents of your e-mail address to be provided to the public in response to a public records request, please do not send electronic mail to this entity. Instead, contact this office by phone or in writing.**

<ITEM II C 3 JANUARY 26, 2016.pdf>