



EXECUTIVE SUMMARY

Recommendation that the Broward College District Board of Trustees authorize the standard agreement (blanket purchase order) for plant leasing, provide plant care and change out plants and containers with Fido and Family LLC dba Plant Care Interiorscapes LLC on an on-needed basis during FY2024-2025 at South Campus. Fiscal Impact: \$10,000.00

Presenter(s): Deborah Czubkowski, VP Facilities Management

What is the purpose of this contract and why is it needed? This is for leasing of plants, plant care services and if necessary, exchange plants and their containers on South Campus (includes offices at Pines Blvd, the South Regional Library and Miramar West Center). This is imperative to the operation of the college.

What procurement process or bid waiver was used and why? Small purchase for Category One (\$0.00 - \$10,000) per College Procedure A6Hx2-6.34 was used, where there is no formal or informal competitive requirements for goods and services acquired by the College at this dollar threshold. One quote was obtained by per campus location to identify the best value for the required commodity or service.

Is this a budgeted expenditure from the budget established at the last June Board of Trustees meeting?

Yes, June 2024 approved budget.

What fund, cost center and line item(s) were used? FD100, CC0037

Has Broward College used this vendor before for these products or services?

Yes, vendor has been providing services to Broward College for over 15 years (purchase order).

Was the product or service acceptable in the past? Yes.

Was there a return on investment anticipated when entering this contract?

Yes, all interior plants at all locations are always in their best condition due to scheduled care.

Was that return on investment not met, met, or exceeded and how?

Met by maintaining the indoor plant and their containers at the South Campus, Pines Center and Miramar West Center locations.

Does this directly or indirectly feed one of the Social Enterprise tactics and how?

Not Applicable.

Did the vendor amend Broward College's legal terms and conditions [to be answered by the Legal Office] if the College's standard contract was used and was this acceptable to the Legal Office?

The General Counsel's office has reviewed the agreement and any deviation to the College's standard terms has been deemed acceptable.

FISCAL IMPACT:

Board Item

Meeting of September 4, 2024

Description: Estimated \$10,000.00. Worktags: FD100, CC0037, BU201, PG000221, GLC62500. (Blanket PO)

04/26/24

CC0037 · Building Maintenance

(\$10,000.00)

Donald Astrab

Donald Astrab, VP, Academic Operations, Analytics, & Comm








5/30/2024

APPROVAL PATH: 12122 FIDO AND FAMILY LLC dba Plant Care (Interior Plant Services South Campus)
 FY2024-2025

 **Workflow**

 Edit View

 Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Deborah Czubkowski	VP, Facilities Management		✓ Completed	
2	Donald Astrab	Chief Operating Officer		✓ Completed	
3	Natalia Triana-Aristizabal	Contracts Coordinator		✓ Completed	
4	Zaida Riollano	Procurement Approval		✓ Completed	
5	Rabia Azhar	CFO Review		✓ Completed	
5	Christine Sims	Budget Departmental Review		✓ Completed	
5	Legal Services Review Group	Review and Approval for Form and		✓ Completed	
6	Board Clerk	Agenda Preparation		✓ Completed	
7	District Board of Trustees	Meeting	08/20/24 08:30 AM	🕒 Pending	
8	Electronic Signature(s)	Signatures obtained via DocuSig 		🕒 Pending	
9	Natalia Triana-Aristizabal	Contracts Coordinator		🕒 Pending	



**EXHIBIT “A” to Purchase Order
STATEMENT OF WORK**

Description of Services:

FIDO AND FAMILY LLC dba Plant Care agrees to provide plant and planter lease and maintenance services to:

West Miramar Campus: 28 tropical live variety plants, 20 Planters. Monthly Leasing / Maintenance Costs - \$395.00 monthly/ \$4,740.00 annual

South Campus: All Indoor Tropical Live Variety Plants and Planters
Nursing Building 72 \$115 monthly/\$1,380.00 annual
Admin Offices Building 71 \$75 monthly / \$900.00 annual
Library Building 81 \$230 monthly/\$2,760.00 annual

1. Plant Care provides full maintenance for plants listed. Maintenance is provided weekly to ensure continued beauty and quality of all plants being maintained. The service includes cleaning/dusting, watering, removing debris from plants, trimming, regular non-toxic organic fertilizing, and application of environmentally safe insecticide control as needed
2. Free replacement of any and/or all plants covered under this agreement. If a plant’s health or appearance deteriorates the plant will be replaced FREE of charge with like or better variety depending on current availability.
3. Our technicians are trained, uniformed, and maintain a professional presence at all times. We use organic products that are good for the plants and equally healthy for the buildings occupants and guest.
4. Only employees of Plant Care shall water and/or maintain plants. No other persons shall care for or maintain plants unless specified herein as follows: Not Applicable
5. Plant Care will make regular visits to client’s premises to perform maintenance functions, excluding legal holidays. In the event that your regular service day falls on a legal holiday your services will be performed another business day, prior to, or following the legal holiday as schedules permit.

Location

West Miramar Center 1
930 SW 145th Avenue
Miramar, FL 33027

South Campus
7200 Pines Blvd.
Pembroke Pines, FL 33024

Nursing Building 72
Admin Offices Building 71
Library Building 81

Total Consideration Payable for the Services:

Compensation will not exceed \$10,000 (college-wide). It shall be paid to FIDO AND FAMILY LLC dba Plant Care under the terms of this agreement.