



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize the standard agreement (blanket purchase order) with Tropical Touch and Design LLC for monthly maintenance of interior plantscapes for Willis Holcombe Center (WHC) and Cypress Creek Administrative Center. Fiscal Impact: Estimated \$10,000.00**

**Presenter(s):** Deborah Czubkowski, VP Facilities Management

**What is the purpose of this contract and why is it needed?** The purpose of this contract is to provide and maintain interior plants at Willis Holcombe Center (WHC) and Cypress Creek Administrative Center. Vendor will provide weekly maintenance to live plants which includes watering, dusting and removal of debris, trimming/pruning. Inspecting plants for disease and gnats and treat as needed. The plants will be treated with organic pesticides that is safe around people and the environment. They will replace unhealthy plants at no extra cost. This is imperative to the operations 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 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, this is part of the June 2024 approved budget.

**What fund, cost center and line item(s) were used?** Funds available in FD100 CC0037, (GLC 62500).

**Has Broward College used this vendor before for these products or services?** Yes, this vendor has been used for parts and service to the college for the last several years.

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

**Was there a return on investment anticipated when entering this contract?** No.

**Was that return on investment not met, met, or exceeded and how?** Not Applicable.

**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:

Description: Estimated \$10,000.00. Worktags: FD100, CC0037, BU201, CC0037, PG000221.

06/11/24

CC0037 · Building Maintenance

(\$10,000.00)

# Donald Astrab

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

8/29/2024

APPROVAL PATH: 12123 Tropical Touch Design LLC (Interior Plant Services WHC & Cypress Creek Administrative Center)

 **Workflow**  Synchronize Routing  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	<b>Legal Services Review Group</b>	Review and Approval for Form and		 Completed	
6	Board Clerk	Agenda Preparation		 Pending	
7	District Board of Trustees	Board Meeting	10/08/24 11:00 AM	 Pending	
8	<b>Electronic Signature(s)</b>	Signatures obtained via DocuSig 		 Pending	
9	Natalia Triana-Aristizabal	Contracts Coordinator		 Pending	



**EXHIBIT "A" to Purchase Order  
STATEMENT OF WORK**

**Description of Services: -**

Tropical Touch Design will provide weekly maintenance to live plants which includes watering, dusting and removal of debris, trimming/pruning. Inspecting plants for disease and gnats and treat as needed. The plants will be treated with organic pesticides that is safe around people and the environment. They will replace unhealthy plants at no extra cost.

**Location**

WHC 111 East Las Olas Blvd.  
Bldg. 33  
Ft Lauderdale, FL 33301

Cypress Creek

6400 N.W. 6th Way  
Ft. Lauderdale, FL 33309

**Total Consideration Payable for the Services:**

Compensation will not exceed \$10,000 (college-wide). It shall be paid to Tropical Touch Design, Inc under the terms of this agreement