

# CITY OF CAPE CORAL REQUEST FOR SOLE SOURCE OR SINGLE SOURCE PURCHASE

Requesting Department: Public Works

Vendor Name: Keep Lee County Beautiful

Address: 1415 Colonial Blvd #2 Fort Myers, Florida 33907

Phone: 239-334-3488 Mail: trish@klcb.org

Price: \$ 73,200

Description of item to be procured: KLCB will manage our adopt programs (road, beach, etc) in order to ensure these litter prevention/removal programs work effectively and increase in size and frequency.

1.) Uniqueness of vendor's item/service. How is this vendor the only vendor uniquely qualified to provide the product or service: They are part of Keep Florida Beautiful and have the contacts, resources and volunteers to maintain a litter prevention program within the City of Cape Coral. They will reach out to the community to get more people to adopt roads and to ensure they have quarterly litter removal events and the needs support (gloves, volunteers, community outreach, etc.)

2.) Market Research. Describe other, similar sources or products available in the market, if any, and why they are not acceptable: Staff hasn't been able to find another organization that will manage a litter prevention program. Most programs researched involved volunteers working in the community along with local government.

3.) Proposed Actions. Describe the actions the department will take to overcome the present barriers to competition for any future acquisition of this product or service:

\_\_\_\_\_

\_\_\_\_\_

DWS Department Director's Signature: [Signature]

Date: 11/14/24

Approval: Procurement Manager [Signature] (not to exceed \$50,000.00) Date: 11/22/24

Approval: City Manager [Signature] (not to exceed \$100,000.00) Date: 12/3/24

Council authorization required if exceeding \$100,000.00



TO: Mike Ilczyszyn, City Manager  
Crystal Feast, Interim Financial Director  
Wanda Roop, Procurement Manager

FROM: Matt Williams, P.E., CFM, Public Works Director *M*  
Bryan Vandewalker, Interim Transportation Maintenance Manager *BV 11/14/24*

DATE: November 13, 2024

SUBJECT: Keep Lee County Beautiful - Sole Source

**Background:**

In 2022 Public Works initiated a Litter Prevention Program for the City. Staff investigated several possibilities and are recommending Keep Lee County Beautiful (KLCB) continue to manage our local Adoption Programs, including Adopt-A-Roadway. KLCB will continue to manage the Cape Coral Adoption Programs by providing progress reports, monitoring/training, recruiting, litter cleanup activities, and community education. KLCB is an affiliate of Keep Florida Beautiful which is an affiliate of Keep America Beautiful, allowing them access to hundreds of litter control resources. They also offer a litter hotline option where residents can call in litter concerns. Staff has been unable to find another organization that performs these duties. Area municipalities have procured KLCB services through a sole source.

**Recommendation:**

Staff recommends approving KLCB as a sole source and to enter into an annual agreement to manage our local Adoption Programs for an annual cost of \$54,000.00 plus an additional amount of \$19,200.00 for the litter hotline for a total of \$73,200.00 per year. These costs will be split between evenly between these the Transportation and Stormwater divisions.

**Funding:**

Funding is available through General Fund-Public Works-Maintenance, account string 001-30005-534120 (Outside Services). The Stormwater funding will require a transfer of \$24,000 from Stormwater-Dredge 440-30415-534120 to Stormwater-Catch Basins, account string 440-30411-534120 (Outside Services).

MW/BV:it

Attachments: Sole Source Form – Keep Lee County Beautiful  
Keep Lee County Beautiful documents

c: Alicia Pearce Smith, Public Works Business Manager *APS*



## Keep Lee County Beautiful Environmental Program Quote For the City of Cape Coral

### Responsibilities for Keep Lee County Beautiful

#### 1. Program Management

- Manage the programs by establishing a schedule of work and tasks to ensure that established standard operating procedures are met. This will include maintenance of all program records.
- Advertise and promote programs to the public through various media sources, flyers, brochures or other methods.
- Develop educational programs promoting litter prevention and control.
- Make recommendations concerning the city's litter abatement projects.
- Guarantee training/safety requirements are met by each adopting party prior to commencing cleanup activities.
- Coordinate cleanup events and litter collection staging with the adopting groups. Provide litter bags, safety vests, gloves and any other safety materials and training to achieve cleanup.
- Coordinate post litter collection, transport, and disposal/recycle as needed within seventy-two (72) hours after cleanup.
- Maintain all program records and cleanup activities complete with litter type with approximate weights collected and/or recycled.
- Create and/or maintain an electronic database of program information including sponsors, volunteers and adopting groups, complete with agreement expirations and cleanup activities, etc.
- Provide other 'special' cleanup activities as needed for 'high litter' sites that are not adopted, which may be identified by the city departments. This could include shorelines.
- Deliver safety training for cleanup along roadways and related activities and follow-up training at a minimum of once annually in accordance with the standard operating procedures. Training shall be in the form of a Florida Department of Transportation

(FDOT) approved program or other similar program that is acceptable by the city. At Keep Lee County Beautiful's discretion, the method of delivery may be in person, through written media or via internet presentation.

- Retain/record the quantity of miles, ponds, trail or shores adopted throughout the term of this contract.
- Provide access to secured sites by coordinating with the city representative as needed.

## **2. Reporting**

- Provide monthly reports to the City of Cape Coral's designated departments. Reporting shall be continuous over the duration of this contract. Reports shall be provided to the city representatives within thirty (30) calendar days of the close of the reporting period.
- Monthly Progress Report: Provide an electronic monthly report with the monthly invoice summarizing the activities conducted including quantities of waste collected, quantities of waste recycled, and quantities of waste disposed.
- Annual: Provide electronic annual reports via email detailing the progress of the programs to the departments' city representatives.

## **3. Signs**

- Coordinate all program signage with the city representatives. Signage will be provided and installed by the **City of Cape Coral**.

## **4. Monitoring/Training**

- Monitor adopting group's events to ensure compliance with the agreement through observation of results, attendance during events, or by conducting periodic site visits.
- Send two-year renewal agreements to adopting groups sixty (60) calendar days prior to expiration.
- Monitor and coordinate with the city any sign removal needs for non-renewing volunteer groups.

## **5. Recruiting**

- Recruit and obtain one or more adoptees (maximum of three) to adopt a segment. This will stagger the sponsors to allow for monthly cleanups.
- Encourage adoptions in such a manner that promotes an even distribution of adoptions throughout the city.

## **6. Adoption Process**

- Ensure that the required adoption group representatives attend the safety presentation, and that they receive a signed copy of the Adopt-A-Program Agreement.

- Conduct the adoption process in accordance with the standard operating procedures and record data using the adoption record from point of inquiry throughout the term of adoption agreement.

**7. Litter Cleanup Activities**

Coordinate litter cleanup activities as follows:

- Conduct at least two (2) annual city cleanup events.
  - Great American Cleanup in coordination with Keep America Beautiful (spring)
  - International Coastal Cleanup in coordination with the Ocean Conservancy (fall)
- Provide promotional and material support for other “special” and local litter cleanup related events requested by neighborhoods, schools, businesses, organizations, and community groups, etc. Local cleanup may include shorelines.
- Ensure proper training and safety for staff and/or volunteers.
- Coordinate all cleanups with appropriate city departments and obtain any necessary permits prior to cleanup.

**8. Litter Awareness & Prevention Programs**

Coordinate litter awareness and prevention programs as follows:

- Promote litter awareness throughout the City of Cape Coral.
- Provide litter awareness and prevention education programs for K-12.
- Give presentations as requested by schools and other groups.
- Promote waste reduction, reuse, and recycling.

**9. Community Appearance Index**

Perform a minimum of one Community Improvement Index survey annually, using Keep America Beautiful methodology. Report results to the City of Cape Coral representative.

**Deliverables**

Program	Description	KLCB Requirements	Occurrence
Adoption Programs: Adopt-A-Mile, road, street, shore, spot, park, trail	KLCB and the City of Cape Coral will establish city specific adoption programs. KLCB will provide the	Volunteers are required to complete quarterly cleanups. KLCB will provide monthly reporting.	Each adoption = four (4) cleanups per year with a goal of 10 adoption groups being established the

	resources, training and supplies to adoptees and volunteers.		first year.
Public Education and Outreach	Public and private school presentations, community presentations, outreach events.	KLCB will engage a minimum of 3 school/grades per school term; participate in 4 community events as public speakers and experts per year.	KLCB will staff: Host four (4) community presentations as speakers or experts Participate in one (1) outreach event per quarter.
Community Improvement Initiatives	Litter prevention & abatement Beautification & community greening programs Waste reduction	Individual projects will be coordinated within the city limits.	Minimum of one (1) per quarter.
Annual Events	Great American Cleanup (GAC) and International Coastal Cleanup (ICC). KLCB will coordinate community improvement activities within the city limits of Cape Coral.	GAC - Spring annual event - minimum of four (4) sites ICC - Fall annual event - minimum of four (4) sites.	Minimum of four (4) sites per each annual event.
Annual Award Luncheon	KLCB will recognize volunteers', partners', and sponsors' outstanding commitment during this annual event.	The City of Cape Coral will be recognized as one of the sponsors of the event.	One (1) awards luncheon per year.
Community Appearance Index	KLCB will administer the Keep America Beautiful Community Appearance Index annually to identify areas of improvement and areas in need of improvements for the	Perform a minimum of one Community Improvement Index survey annually, using Keep America Beautiful methodology. Report results to the City of Cape Coral.	One (1) Community Appearance Index Final report submitted to the City of Cape Coral annually.

	following year.		
--	-----------------	--	--

Keep Lee County Beautiful will provide these services for a fee of \$54,000.00 per year, payable in twelve (12) monthly installments of \$4,500.00 per month.