



CITY OF HOLLYWOOD, FLORIDA
OFFICE OF PROCUREMENT SERVICES

CITY OF HOLLYWOOD
PROCUREMENT SERVICES
DIVISION

2020 JAN 15 AM 8:28
FILE: PR-20-052

DATE: January 7, 2020
TO: Vivek Galav, Director, Public Utilities
TO: Peter Bieniek, Director, Public Works
FROM: Robert Lowery, Contracts Officer, Procurement Services
SUBJECT: Blanket Contract Renewal for Underground Utility Locations Services- Craig A. Smith - PA600133

ISSUE:

The current period of the above contract expires April 11, 2020. The contract is renewable for a one (1) year period if it is determined to be in the City's best interest and the vendor agrees to the renewal in writing.

EXPLANATION:

Notification of Intent to Renew must be mailed to the vendor thirty (30) calendar days in advance of the contract expiration date. Accordingly, it is requested that you give this matter your immediate attention thereby providing a timely reply to preclude contract expiration.

If you do not want to renew this contract, please explain the reason(s) in a separate memo. Also note that this contract will expire on the date mentioned above and if a new contract is to be established, you must submit bid specifications.

RECOMMENDATION:

Please reply as soon as possible by returning this memo appropriately filled out, signed and dated along with the attached Contract Renewal Evaluation Form.

Date: 1/9/2020 To: Robert Lowery, Procurement Services

The Director recommends the following:

RENEW the contract under the same terms and conditions. The Budget Account Number to be charged is ~~442.400201.53600.531170.000000.000.000-\$100,000.00~~
442.400202.53600.531170.000000.000.000-\$100,000.00, 443.410101.53800.531170.000000.000.000

DO NOT renew this contract. See attached memo explaining the reason(s). \$160,000.00

DO NOT renew this contract. DO NOT prepare a replacement bid (items/services no longer needed).

Estimated: annual usage/expenditure is \$360,000.00

By: Vivek Galav, P.E. *Vivek Galav 1/13/20*

Title: Director, Public Utilities

1/9/2020



CITY OF HOLLYWOOD, FLORIDA
PROCUREMENT SERVICES DIVISION

Department/Office
Contract Renewal Evaluation

Date: 1/9/2020	
Department/Office: 4000-Public Utilities	Division/Area: 4012/4031-Underground
Contact Person: Angel Lopez	Title: Manager
Contact phone number: 954-921-3046	Contact Email: alopez@hollywoodfl.org
Purchase Order/Blanket Purchase Order #: PA600133	
Contract Expiration Date: 4/12/2020	
Vendor: Craig A Smith & Associates	Contact Person: Jim Driscoll
Contact phone number: 561-791-9280	Contact Email: jsriscoll@craigasmith.com
Good/Service: Locate/mark utilites	Solicitation #:

1. How would you rate the quality of goods/services?

- Excellent Good Satisfactory Poor

2. How would you rate the courteousness vendor's personnel?

- Excellent Good Satisfactory Poor

3. With regards to the goods or services provided, how satisfied are you with the following items?
(Please check one per category)

	Excellent	Good	Satisfactory	Poor
Overall Quality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Value	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequency of Contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsiveness to request	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Are all goods/services on the contract being performed at the agreed upon time and manner?

- Yes No

If no, please explain?

5. If you contacted the vendor, were all your questions or any issues resolved to your complete satisfaction?

- Yes No Did not need to contact

If no, please explain?



CITY OF HOLLYWOOD, FLORIDA
PROCUREMENT SERVICES DIVISION

Department/Office
Contract Renewal Evaluation

6. Has the invoicing been timely, accurate and in accordance with the contract?

Yes No

If no, please explain?

7. Does the Department/Office recommend renewing a contract based upon the available renewal options when the current agreement expires?

Yes No

If no, please explain?

8. Please state any additional comments about your experience with this vendor and the goods/services provided:

Department/Office Director's Name: Vivek Galav, P.E., Director Public Utilities

Department/Office Director's Signature: _____

Vivek Galav 1/13/20

[Signature]
01/19/2020



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If you do not want to renew this contract, please explain the reason(s) in a separate memo. Also note that this contract will expire on the date mentioned above and if a new contract is to be established, you must submit bid specifications.

RECOMMENDATION:

Please reply as soon as possible by returning this memo appropriately filled out, signed and dated along with the attached Contract Renewal Evaluation Form.

Date: 1/15/2020 To: Robert Lowery, Procurement Services

The Director recommends the following:

RENEW the contract under the same terms and conditions. The Budget Account Number to be charged is 001.140301.52400.534980.000000.000

DO NOT renew this contract. See attached memo explaining the reason(s).

DO NOT renew this contract. DO NOT prepare a replacement bid (items/services no longer needed).

Estimated: annual usage/expenditure is \$60,000.00

By: [Signature]

Title: Assistant Director, Dev. Serv.



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

**Department/Office
Contract Renewal Evaluation**

Date: 1.15.2020	
Department/Office: Public Works	Division/Area: Public Works Administration
Contact Person: Annaliese Holmes	Title: Asst. Director
Contact phone number: 954-967-4563	Contact Email: a.holmes@hollywoodfl.org
Purchase Order/Blanket Purchase Order #: PA600133	
Contract Expiration Date: 04/11/2020	
Vendor: Craig A. Smith	Contact Person: Jim Driscoll
Contact phone number: 754-224-6470	Contact Email: jdriscoll@craigasmith.com
Good/Service: Underground Utility Service Locations	Solicitation #:

1. How would you rate the quality of goods/services?

Excellent Good Satisfactory Poor

2. How would you rate the courteousness vendor's personnel?

Excellent Good Satisfactory Poor

3. With regards to the goods or services provided, how satisfied are you with the following items?
(Please check one per category)

	Excellent	Good	Satisfactory	Poor
Overall Quality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Value	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequency of Contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsiveness to request	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Are all goods/services on the contract being performed at the agreed upon time and manner?

Yes No

If no, please explain?

5. If you contacted the vendor, were all your questions or any issues resolved to your complete satisfaction?

Yes No Did not need to contact

If no, please explain?



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Contract Renewal Evaluation

6. Has the invoicing been timely, accurate and in accordance with the contract?

Yes No

If no, please explain?

7. Does the Department/Office recommend renewing a contract based upon the available renewal options when the current agreement expires?

Yes No

If no, please explain?

8. Please state any additional comments about your experience with this vendor and the goods/services provided:

Department/Office Director's Name:

Annalie Holmes Peter Bierenick

Department/Office Director's Signature:

Annalie Holmes Peter Bierenick