

RESOLUTION NO. R-2019-209

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, APPROVING AND AUTHORIZING A BLANKET PURCHASE ORDER WITH CRAIG A. SMITH & ASSOCIATES FOR UNDERGROUND UTILITY LOCATION SERVICES IN AN ESTIMATED ANNUAL AMOUNT OF \$300,000.00 BASED UPON THE TOWN OF PEMBROKE PARK'S RFP IN ACCORDANCE WITH SECTION 38.40(C)(5) OF THE CODE OF ORDINANCES (PIGGYBACK).

WHEREAS, the Department of Public Utilities and the Department of Public Works have determined that it is necessary to retain a qualified contractor to provide utility locator services Citywide; and

WHEREAS, on March 2, 2017, the required services were competitively bid by the Town of Pembroke Park, Florida; and

WHEREAS, on March 17, 2017, the RFP was opened and was awarded to Craig A. Smith & Associates for a three year initial term, with two additional one year renewal periods; and

WHEREAS, Craig A. Smith & Associates has agreed to extend the same pricing, terms and conditions to the City of Hollywood as provided to Town of Pembroke Park; and

WHEREAS, Craig A. Smith & Associates is currently providing these services to the City in a satisfactory manner; and

WHEREAS, the Interim Director of Public Utilities, the Director of Public Works and the Director of Procurement & Contract Compliance recommend that the City Commission approve and authorize issuance of a blanket purchase order for underground utility location services to Craig A. Smith & Associates in an estimated annual amount of \$300,000.00; and

WHEREAS, Section 38.40 (C)(5) of the Purchasing Ordinance allows the Director to procure, without following formal procedures, all goods and services which are subject of contracts with the state, its political subdivisions, the United States government, other governmental entities, or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof, provided that the goods and services are (i) the subject of a price schedule negotiated by the state or the United States government, or (ii) the subject of a contract with another governmental entity or a corporation not for profit whose members are governmental entities, public

officers, or any combination thereof, which contract is based strictly on competitive bids or competitive proposals and not on any preference; and

WHEREAS, award is subject to the City's receipt and approval of all insurance certificates and endorsements required by the City's Risk Manager; and

WHEREAS, funding for the purchase has been appropriated and exists in account numbers 442.400201.53600.531170.000000.000.000, 442.400202.53600.531170.000000.000.000, 443.410101.53800.531170.000000.000.000 and 001.500302.54100.531170.000000.000.000.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA:

Section 1: That the foregoing "WHEREAS" clauses are ratified and confirmed as being true and correct and are incorporated in this Resolution.

Section 2: That it approves and authorizes the issuance, by the appropriate City officials, of a blanket purchase order with Craig A. Smith & Associates, together with such non-material changes as may be subsequently agreed to by the City Manager and approved as to form and legal sufficiency by the City Attorney.

Section 3: That this Resolution shall be in full force and effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 3 day of July, 2019.

*T. Callari*  
for JOSH LEVY, MAYOR Vice Mayor

ATTEST:

*Michelle Amylone*  
for PATRICIA A. CERNY, MMC, CITY CLERK Deputy City Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY for the use and reliance of the City of Hollywood, Florida, only.

*D. R. Gonzales*  
DOUGLAS R. GONZALES, CITY ATTORNEY DL



# City of Hollywood, Florida

2600 HOLLYWOOD BLVD. • P.O. Box 229045 • ZIP 33022-9045

DATE: XXXXXXXXXXXX

RE: BLANKET ORDER #: B00XXXX

PRODUCT/SERVICE: Underground Utility Locations  
Services – **Initial Term**

Craig A. Smith & Associates V#26688  
Attn: Jim Driscoll  
7777 Glades Road, Suite #410  
Boca Raton, FL 33434

Telephone Contact: 561-791-9280  
Email: [jdriscoll@craigasmith.com](mailto:jdriscoll@craigasmith.com)

Dear Vendor:

This is to inform you that the City of Hollywood, Florida is entering into a Blanket Purchase Order with your company based on one of the following:

- FORMAL BID #
- INFORMAL BID # DATED:
- RENEWAL OF FORMAL BID # DATED:
- EXTENSION OF FORMAL BID/RFP# DATED:
- WRITTEN QUOTATION # DATED:
- VERBAL QUOTATION PER DATED:
- STATE OF FLORIDA CONTRACT # DATED:
- BROWARD COUNTY BID #
- OTHER: **PIGGYBACK OF TOWN OF PEMBROKE PARK RFP**

|  |                             |
|--|-----------------------------|
| <b>Initial Term</b>                      | <b>7/28/2019 – 4/4/2020</b> |
| First Renewal Term (Optional)            | 4/5/2020 – 4/4/2021         |
| Second and Final Renewal Term (Optional) | 4/5/2021 – 4/4/2022         |

\*NOTE – City Reserves the right to exercise Optional Periods.

The estimated **annual** dollar value is **\$300,000.00**.

The obligations of the City of Hollywood under this order are subject to the availability of funds lawfully appropriated for its purpose by the City Commission and are subject to the terms and conditions contained on the Purchase Order form.

The City of Hollywood Departments will issue hard copy orders against this Blanket Purchase Order as your authorization to deliver. All invoices must reference each unique document number.

If you have any questions, please contact **Robert Lowery** at (954) 921-3552.

- c:
- Public Utilities
  - Water Treatment Plant
  - Wastewater Treatment Plant
  - Public Works
  - Finance