



City of Hollywood, Florida

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

DATE: **July 29, 2015**

RE: BLANKET ORDER #: **B002539**

PRODUCT/SERVICE: **Utility Locator Service**

Craig A. Smith V#26688
Attn: Steven C. Smith
7777 Glades Road, Suite #410
Boca Raton, FL 33434

Telephone Contact: 561-791-9280
Fax: 561-314-4459

Dear Vendor:

This is to inform you that the City of Hollywood, Florida is entering into a Blanket 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: Town of Pembroke Park Agreement dated August 14, 2013 | |

The term of this order is **12/18/2013** through **12/17/2016**. (Initial Term)

The estimated annual dollar value is **\$318,000.00 annually**.

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.

NOTE: Prior to commencement of any work, vendor must supply the City with certificates of insurance meeting the requirements of the Risk Manager and naming the City of Hollywood as additional insured.

The City of Hollywood Departments will issue hard copy orders against this Blanket 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.

RL

c: Public Utilities
Water Treatment Plant
Wastewater Treatment Plant
Finance

CITY OF HOLLYWOOD
BLANKET PURCHASE ORDERS
12/18/13 - 12/17/16

BPO #		B002539		DATE :		11/14/13		START DATE :		12/18/13		END DATE :		12/17/16		CONTRACT # :		PEMBROKE PARK AGREE	
LINE #	VENDOR	ADDR #	STOCK #	REF #	TYPE	TRANS #	UOM	MIN	QTY	MAX	QTY	UNIT PRICE	QTY USED						
HAZARDOUS							ACCOUNT #			ACCOUNT NAME			TAX CODE						
1	26688	0		01	N	245700019726	EA	00000001.0000	00016740.0000			16.75000	00016415.0000						
CRAIG A.		SMITH & ASSOCIATES		962/91															
BPO DESCRIPTION:		UTILITY LOCATOR SERVICE:																	
BPO DESCRIPTION:		STANDARD LOCATE AND MARK																	
BPO DESCRIPTION:																			
2	26688	0		02	N	245700019727	EA	00000001.0000	00003720.0000			40.00000	00003292.0000						
CRAIG A.		SMITH & ASSOCIATES		962/91															
BPO DESCRIPTION:		UTILITY LOCATOR SERVICE:																	
BPO DESCRIPTION:		GPR																	
BPO DESCRIPTION:																			
3	26688	0		03	N	245700019728	EA	00000001.0000	00000270.0000			225.00000	00000278.0000						
CRAIG A.		SMITH & ASSOCIATES		962/91															
BPO DESCRIPTION:		UTILITY LOCATOR SERVICE:																	
BPO DESCRIPTION:		LOCATE WITH VACUUM DIGGING																	
BPO DESCRIPTION:																			
4	26688	0		04	N	245700019729	EA	00000001.0000	00000036.0000			0.01000	00000000.0000						
CRAIG A.		SMITH & ASSOCIATES		962/91															
BPO DESCRIPTION:		UTILITY LOCATOR SERVICE:																	
BPO DESCRIPTION:		PLACEMENT OF ELECTRONIC MARKERS																	
BPO DESCRIPTION:		AFTER LINE IS EXPOSED THROUGH																	
BPO DESCRIPTION:		VACUUM DIGGING																	
BPO DESCRIPTION:																			
5	26688	0		05	N	245700019730	EA	00000001.0000	00000467.0000			75.00000	00000311.0000						
CRAIG A.		SMITH & ASSOCIATES		962/91															
BPO DESCRIPTION:		UTILITY LOCATOR SERVICE:																	
BPO DESCRIPTION:		TAKING OF GPS COORDINATES																	
BPO DESCRIPTION:		UTILIZING SUB METER EQUIPMENT																	
BPO DESCRIPTION:																			
6	26688	0		06	N	245700019731	EA	00000001.0000	00000144.0000			1.00000	00000018.0000						
CRAIG A.		SMITH & ASSOCIATES		962/91															
BPO DESCRIPTION:		UTILITY LOCATOR SERVICE:																	
BPO DESCRIPTION:		EMERGENCY STANDARD LOCATE 5PM TO																	
BPO DESCRIPTION:		5AM WEEKDAYS AND SATURDAY AND																	
BPO DESCRIPTION:		SUNDAY																	
BPO DESCRIPTION:																			
7	26688	0		07	N	245700019732	EA	00000001.0000	00036000.0000			0.70000	00020206.0000						
CRAIG A.		SMITH & ASSOCIATES		962/91															
BPO DESCRIPTION:		UTILITY LOCATOR SERVICE:																	
BPO DESCRIPTION:		ELECTRONIC TICKET MANAGEMENT,																	
BPO DESCRIPTION:		RECEIPT AND DELIVERY FROM SUNSHINE																	
BPO DESCRIPTION:		STATE ONE CALL																	
BPO DESCRIPTION:																			

CITY OF HOLLYWOOD
BLANKET PURCHASE ORDERS
12/18/13 - 12/17/16

8	26688	0	08	962/91	N 245700019733 EA	00000001.0000	00005040.0000	2.00000	00003495.0000
CRAIG A. SMITH & ASSOCIATES									
UTILITY LOCATOR SERVICE:									
BPO DESCRIPTION:									
SCREENED AND CLEARED TICKETS, FROM									
SSOCOF SCREEN AND CLEAR OUT OF AREA									
BPO DESCRIPTION:									
9	26688	0	09	962/91	N 245700019734 SF	00000001.0000	00000036.0000	1.50000	00000000.0000
CRAIG A. SMITH & ASSOCIATES									
UTILITY LOCATOR SERVICE:									
BPO DESCRIPTION:									
PERFORM 3 DIMENSIONAL RADAR									
SERVICES FOR SMALL SURFACE AREA									
1,000 SF TO 5,000 SF									
BPO DESCRIPTION:									
10	26688	0	010	962/91	N 245700019735 SF	00000001.0000	00000036.0000	0.85000	00000000.0000
CRAIG A. SMITH & ASSOCIATES									
UTILITY LOCATOR SERVICE:									
BPO DESCRIPTION:									
PERFORM 3 DIMENSIONAL RADAR									
SERVICES FOR MEDIUM SURFACE AREA									
5,001 SF TO 25,000 SF									
BPO DESCRIPTION:									
11	26688	0	011	962/91	N 245700019736 SF	00000001.0000	00000036.0000	0.55000	00000000.0000
CRAIG A. SMITH & ASSOCIATES									
UTILITY LOCATOR SERVICE:									
BPO DESCRIPTION:									
PERFORM 3 DIMENSIONAL RADAR									
SERVICES FOR LARGE SURFACE AREA									
25,001 SF AND GREATER									
BPO DESCRIPTION:									
PRICING PER PEMBROKE PARK AGREEMENT									
BPO DESCRIPTION:									



CITY OF HOLLYWOOD
INTER-OFFICE MEMORANDUM
Public Utilities Administration

DATE: July 17, 2015

File: PU-15-26

TO: Joel Wasserman, Director
Procurement Services Division

VIA: Steve Joseph, P.E., Director
Department of Public Utilities

FROM: Francois Domond, P.E., Deputy Director Operations
Department of Public Utilities

SUBJECT: Increase Blanket Purchase Order B002539 Estimated Annual Dollar Amount
(Craig A. Smith – Utility Locator Services)

ISSUE:

The Department of Public Utilities (DPU) requests increasing the estimated annual dollar amount for Blanket Purchase Order B002539, between the City of Hollywood and Craig A. Smith (CAS) for Utility Locator Services.

EXPLANATION:

The City of Hollywood currently has Blanket Purchase Order (BPO) B002539 with Craig A. Smith (CAS) for utility locator services. The BPO as approved by the City Commission and as established by the Procurement Services Division has an estimated annual dollar amount of \$168,000.00. The terms of the BPO are from December 4, 2013 to December 3, 2016.

Utility locator services are relative to the amount of public and private construction activities throughout the City; and the record number of building permits pulled at the City's Building Department in this past year indicates that the City has experienced, and will be experiencing increased construction activities. Therefore, the previously estimated dollar amounts for the locator services need to be revisited.

Based on the up-to-date usage of the locator services, the Department of Public Utilities estimates that the limits of BPO B002539 shall be increased by an additional \$145,000.00 to cover the expected expenditures for the current period of December 4, 2014 to December 3, 2015; and by an additional \$150,000.00 for the last period of the BPO, December 4, 2015 through December 3, 2016.

The additional monies for the locate services are included in Underground Utilities Division Operating Budget accounts 42.4012.00772.536.003117 and 43.4031.00000.538.003117. Also, depending on the nature of the projects, some capital accounts will be used to cover the costs of the locator services.

RECOMMENDATION:

The Department of Public Utilities recommends increasing the estimated annual dollar amount for Blanket Purchase Order B002539, between the City of Hollywood and Craig A. Smith (CAS) for Utility Locator Services as indicated in the body of this memorandum.

cc: Joshua McDermott, Utility Manager, Underground Utilities Division
Robert Walker, Assistant Manager, Underground Utilities Division