



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

Solicitation Request Form (Over \$25,000) (Use for informal bids and formal Bids, RFPs, RLLs, RFQs)

2016 OCT 10 AM 9:23

CITY OF HOLLYWOOD
PROCUREMENT SERVICES
DIVISION

Date 10/5/2016

Department/Office Police

Division/Area Legal

Contract Administrator David Margolis

Title General Counsel (Public Safety)

Phone 954-967-4490

Email DMARGOLIS@hollywoodfl.org

1. Product/Service being requested (be specific.) Towing, Storage, Vehicle lock out, change flat tires and jump batteries.

2. Detailed description of the products/services function and purpose. Provide the above services for all City owned and leased vehicles. Provide towing and storage services if necessary at the request of Police, Fire, Code Enforcement and Parking Enforcement

Are there alternative products/services capable of performing the required function? No

3. Has this product/service previously been formally solicited by the City of Hollywood?

Yes No Unsure

If yes, please provide previous solicitation number. RFP-4067-07-JE

4. Has this product/service previously been formally solicited by another government agency?

Yes No Unsure

If yes, please provide details and copy if available. N/A

5. Total estimated cost of the requested product/service? N/A

Procurement Service Division use only

Requisition # R
BPO _____
(As Applicable)

Purchase Order # P

(As Applicable)

Blanket Purchase Order #

(As Applicable)

(Revised 9/2015)

RFP-4530-16-JE

Has this cost been approved in your budget? Yes No

If yes, provide Account Number (s.) N/A _____

6. Formal Solicitations must be advertised for a minimum of 10 (ten) days and typically not more than 30 (thirty) days. How long is the Department/Office requesting to advertise this solicitation? 14 Days

7. Is a pre-bid meeting required? Yes No

If yes, are you requesting it to be mandatory? Yes No

8. Project location? City-wide or when needed Tri-County area

9. Completion Time: Final completion of this project shall be in 10 calendar days once a Notice To Proceed (NTP) is given to the awarded vendor.

10. Are you requesting this formal solicitation require liquidated damages (liquidated damages are not penalties, they should represent the amount of monies the City will incur/lose if the project is not completed in require time?)

Yes No

11. Please list any special licenses or certification require to bid. Broward County Towing License if applicable

12. Are there any outside entities assisting with this solicitation (i.e. Architect, Consultant, etc?)

Yes No

If yes, please provide the information:

Entity _____ Contact Person _____

Phone _____ Email _____

13. Are there attachments associated with this request? Yes No

14. Would this purchase(s) result in the potential of future purchases for related products/services being restricted to a particular vendor or create a specific vendor as sole source provider for related items?

Yes No

If yes, please describe the related products/services and estimated cost(s.)

15. Would this purchase(s) result in any future maintenance costs which are not included in the initial purchase?

Yes No

If yes, please attach a draft maintenance plan which includes cost estimates and funding source(s.)

16. Is this a grant related purchase? Yes No

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BPO _____
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Purchase Order # P _____
(As Applicable)

Blanket Purchase Oder # _____
(As Applicable)

If yes, please provide details (timeline, expiration dates, milestones, special procurement requirements, etc.) N/A

Will this require matching funds? Yes No

What is the grant source? N/A

What is the grant (dollar) amount? N/A

17. Does this solicitation for product/service work in conjunction with any other Department/Office or will it impact any other Department/Office? Yes No

If yes, please provide details on Department/Office and how. _____

Signature(s) below of other Department/Office Director(s) indicates they have reviewed and agree to this Request Form.

Signature

Department/Office

Signature

Department/Office

18. Please provide the names of suggested evaluations committee member:
(NOTE: Committee members shall not be direct reports.)

19. Please provide any specific vendor(s) to be included in the notification of these solicitations.

A Superior Towing
West Towing Services
A&B Towing

To be completed by Procurement Services Division upon award recommendation

Advanced search of the vendor recommended for award on the Federal Government's Systems for Award Management at www.sam.gov.

Date of Advanced Search _____

Company Name(s) Searched

Search Results

Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # _____
(As Applicable)

Contract Administrator Signature

[Handwritten Signature]

Supervisor's Signature

[Handwritten Signature]

Director's Signature

Date

10/5/16

Date

10/5/16

Date

APPROVAL (Procurement Service Division Use Only)

Verified By:	<i>[Handwritten Signature]</i>	Date	10/10/16
Approved By:	<i>[Handwritten Signature]</i>	Date	10/10/2016

Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

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(As Applicable)