



CITY OF HOLLYWOOD, FLORIDA
PROCUREMENT SERVICES DIVISION

DATE: May 17, 2017

FILE: PR-17-168

TO: Sylvia Glazer, Director, Public Works

FROM: Linda Silvey, Contracts Officer, Procurement Services *LS*

SUBJECT: Blanket Purchase Order Final Renewal for B002505 with Ceres Environmental Services, Inc. for Emergency Response and Recovery Services.

ISSUE:

The current period of the above contract expires **July 22, 2017**. The contract is renewable for a one 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.

Date: 5/18/17

To: Linda Silvey, Procurement Services

The Director recommends the following:

☒ RENEW the contract under the same terms and conditions. The Budget Account Number to be charged is 45.5121.00000.534.003117.

☐ 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 \$25,000

By: *Sylvia Glazer*

Title: Public Works Director



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

Department/Office Contract Renewal Evaluation

Date: <u>5/22/17</u>	
Department/Office: <u>5100</u>	Division/Area: <u>5121</u>
Contact Person: <u>Charles Lassiter</u>	Title: <u>Env. Serv. Supt.</u>
Contact phone number: <u>4207</u>	Contact Email
Purchase Order/Blanket Purchase Order #: <u>3002505</u>	
Contract Expiration Date: <u>7/22/17</u>	
Vendor: <u>Ceres Environmental Serv. Inc.</u>	Contact Person: <u>Gail Hanscom</u>
Contact phone number:	Contact Email:
Good/Service:	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	☐	☐	☐	☐
Value	☐	☐	☐	☐
Frequency of Contact	☐	☐	☐	☐
Responsiveness to request	☐	☐	☐	☐

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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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:

Contract is for emergency services and not been utilized.

Department/Office Director's Name:

Sylvia Glazer

Department/Office Director's Signature:

[Handwritten Signature]



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

2600 HOLLYWOOD BLVD. • ROOM 303 • P. O. BOX 229045 • ZIP 33022-9045
PHONE: 954-921-3299 • FAX: 954-921-3086

May 17, 2017

Ceres Environmental Services, Inc
Attn: Gail Hanscom
6968 Professional Parkway East
Sarasota, FL 34240

Dear Vendor:

Our Agreement for Emergency Response and Recovery Services for the Public Works Department based upon RFP-4361-13-IS, Blanket Purchase Order B002505, expires on July 22, 2017.

The Procurement Services Division would like to renew the agreement for a one (1) year period under the terms, conditions and pricing as the City of Hollywood Blanket Purchase Order B002505 (copy attached).

If you are willing to honor your bid pricing and renew this agreement, please sign below. If you are not, please sign and explain reason(s) in a separate letter.

Renewal is subject to the receipt of all required insurance certificate(s).

Per the RFP document, you are responsible to furnish the City of Hollywood a performance/payment bond(s) to be in effect during the hurricane season(s) (June 1 through November 30) annually for the duration of the award period(s) in the total amount of the Agreement.

Please forward updated insurance certificates, bond documents and updated contact information directly to Procurement Services along with your response.

If you have not already done so, please forward updated certificates directly to Procurement Services.

Thanks for your help with this matter and as always, please contact me or Michelle Lemire at 954-921-3200 or e-mail LSilvey@hollywoodfl.org or MLemire@hollywoodfl.org if you have any questions

Sincerely,


Linda Silvey, Contracts Officer
Procurement Services Division

I agree: 
(Signature)

I disagree: _____
(Signature)

Name: DAVID A. PREYS
(Typed or Printed) Sr. Vice President

Date: 5/23/17



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/5/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Christensen Group Insurance 11100 Bren Road West Minnetonka MN 55343	CONTACT NAME: Kelly Preston	
	PHONE (A/C, No, Ext): (952) 653-1000	FAX (A/C, No): (952) 653-1101
INSURED CERES ENVIRONMENTAL SERVICES, INC. 6968 Professional Pkwy East Sarasota FL 34240	E-MAIL ADDRESS: kpreston@christensengroup.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Old Republic General Insurance	NAIC #
	INSURER B:	
	INSURER C: Markel	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 16-17 - LIAB - FL -

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			A5CG11261600	8/18/2016	8/18/2017	EACH OCCURRENCE \$ 1,000,000
	☒ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	☐ CLAIMS-MADE ☒ OCCUR						MED EXP (Any one person) \$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	☐ POLICY ☒ PRO-JECT ☐ LOC						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY			A5CA11261600	8/18/2016	8/18/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
	☒ ANY AUTO						BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS	☐ SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS	☐ NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
B	☒ UMBRELLA LIAB	☒ OCCUR		CX004LM16	8/18/2016	8/18/2017	EACH OCCURRENCE \$ 10,000,000
	☐ EXCESS LIAB	☐ CLAIMS-MADE					AGGREGATE \$ 10,000,000
	☐ DED	☐ RETENTION \$					
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			A5CW11261600	8/18/2016	8/18/2017	☒ WC STATUTORY LIMITS ☐ OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y/N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
C	Contractors Pollution			16CPLOMW40040	8/18/2016	8/18/2017	Each Condition & Claim: \$10,000,000
C	Professional Liability			16CPLOMW40040	8/18/2016	8/18/2017	Each Condition & Claim: \$10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Re: Emergency Response & Recovery Services - City of Hollywood included as an additional insured regarding General Liability and Auto Liability

CERTIFICATE HOLDER

CANCELLATION

City of Hollywood
Department of Public Works
1600 S. Park Road
Hollywood, FL 33021

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Tyler Simmons/KP



Grand Oaks Nine
2854 Highway 55, Suite 250
Eagan, MN 55121

CONTINUATION CERTIFICATE

To be attached to and form a part of surety bond number 190029109 (the "Bond"), cross reference bond number _____, for Emergency Response and Recovery Services - RFP No. 4361-13-IS
dated the 15th day of July, 2013, in the penal sum of \$ 25,000.00 issued by
Liberty Mutual Insurance Company as surety (the "Surety"), on behalf of
Ceres Environmental Services, Inc. as principal (the "Principal"), in favor of City of Hollywood, as obligee (the "Obligee").

The Surety hereby certifies that this Bond is continued in full force and effect until the 15th day of
July, 2018, subject to all covenants and conditions of said Bond.

Said Bond has been continued in force upon the express condition that the full extent of the Surety's liability under said Bond, and this and all continuations thereof, for any loss or series of losses occurring during the entire time the Surety remains on said Bond, shall in no event, either individually or in the aggregate, exceed the penal sum of the Bond.

IN WITNESS WHEREOF, the Surety has set its hand and seal this 16th day of May, 2017

Liberty Mutual Insurance Company

(Surety)

By:

Timothy A. Mikolajewski

Timothy A. Mikolajewski
Assistant Secretary - Liberty Mutual Surety



CITY OF HOLLYWOOD
BLANKET PURCHASE ORDERS
07/23/13 - 07/22/17

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CITY OF HOLLYWOOD
BLANKET PURCHASE ORDERS
07/23/13 - 07/22/17

[illegible]