



City of Hollywood, Florida

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

DATE: July 6, 2016

RE: BLANKET ORDER #: B002618

PRODUCT/SERVICE: Grounds Maintenance
ZONES 8, 8A, 9 & 10 Set Aside (Revised)

Speedy Valdes Lawn Service (V#34064)
7021 Taft Street
Hollywood, FL 33024

Telephone Contact: 954-367-5488
Email: speedyvaldeslawnservice@yahoo.com

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 #: F-4399-14-RD SET ASIDE
- 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: Initial three (3) year bid award term approved via R-2014-170.

The term of this order is 07/01/2014 through 06/30/2017.

The estimated dollar value is \$119,552.00 for the remainder of the second year of the initial three year contract period, and also to \$119,552.00 for the third year of the initial three year contract period. (Estimated annual expenditure increase approved via Resolution R-2016-XXX on July 6, 2016).

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.

Prior to commencement of any work on City property, vendor must provide the City of Hollywood with current 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 **Ralph Dierks** at (954) 921-3223.

c: Public Works
Finance

**CITY OF HOLLYWOOD, FLORIDA
DEPARTMENT OF PUBLIC WORKS
INTER-OFFICE MEMORANDUM**

DATE: June 15, 2016 **FILE:** PW-16-039

TO:  Paul Bassar
Contracts Compliance Officer, Office of the City Manger

VIA: Sylvia Glazer 
Director, Public Works

FROM: Charles W. Lassiter 
Environmental Services Superintendent, Public Works

SUBJECT: Speedy Valdes Lawn Service; Grounds Maintenance B002618

ISSUE:

The Department of Public Works seeks authorization to increase Speedy Valdes Lawn Service Grounds Maintenance Blanket Purchase Order B002618 for the current and next term of their contract.

EXPLANATION:

The Department of Public Works has a grounds maintenance contract with Speedy Valdes Lawn Service to provide routine landscape maintenance at various municipal parks, facilities, and rights-of-ways throughout the City of Hollywood. Also, this vendor was utilized to perform additional services, plant and shrub installations citywide, while contracts for these services were being solicited.

We would like to increase the amount of the above referenced blanket purchase order during the current term and all remaining terms from \$53,370 to \$119,552. This is an increase of \$66,182. Below is a summary detailing the explanation for the increase.

- \$53,370 is the original obligated contract amount
- \$93,540 Expended to date
 - \$31,967 of this expended to date amount includes invoices for Additional Services. Additional services is within the scope of the effort; however, the initial funding of \$53,370 did not include funding for additional services
 - \$5,600 Pending invoice (services rendered, not paid to date)
 - \$20,412 Amount needed to cover operations. Average weekly cost is \$2,916 from 5/16/2016 – 7/1/2016. 7 weeks x \$2,916 = \$20,412

A plant and shrub installation contract has since been awarded; however, the Public Works Department still has a need for Speedy Valdes Lawn Service to provide "additional services" in relation to this blanket purchase order. We have situations that require grounds maintenance vendors to perform additional services debris removal, sod preparation, etc. This work is performed on an as-needed basis during the course of the contract. All quantities on the "additional services" line item have been expended.

RECOMMENDATION:

The Department of Public Works recommends the Procurement Services Department seek Commission approval for authorization to increase Speedy Valdes Lawn Service estimated dollar value of blanket purchase order B002618 to \$119,552 for the current and all remaining terms. This request is fully funded utilizing accounts 01.5171.00481.541.005229, and 01.5171.00483.541.005224

cc: Karen Arndt, Assistant Director of Public Works
Ralph Dierks, Procurement Manager
Linda Silvey, Budget and Procurement Services Technician