






CITY OF HOLLYWOOD, FLORIDA
OFFICE OF PROCUREMENT SERVICES


DATE: June 21, 2021 **FILE:** PR-21-200

TO: Wazir Ishmael, Ph.D.
City Manager

VIA: Adam Reichbach 
Assistant City Manager for Finance and Administration

VIA: George R. Keller, Jr. CPPT 
Deputy City Manager

THRU: Steve Stewart 
Assistant Director, Financial Services for Procurement

FROM: Fire Rescue/Dan Booker 
Fire Chief

SUBJECT: Recommendation to Approve the 4th renewal period; July 1, 2021 – June 30, 2022 to Municipal Equipment Company for Bunker Gear and Accessories in an amount not to exceed \$100,000.00.

ISSUE:

Fire Rescue has a continued need for Bunker Gear and Accessories. Blanket Purchase Order Number PA600302 was approved for an initial period October 7, 2020 – June 30, 2021. This request is seeking the 4th and final renewal period for services provided from July 1, 2021 – June 30, 2022. Bunker Gear and Accessories provided by Municipal Equipment Company continues to be satisfactory.

AUTHORITY:

§ 38.49 TERMINATION, EXTENSION AND RENEWAL OF CONTRACTS.

(C) Renewals:

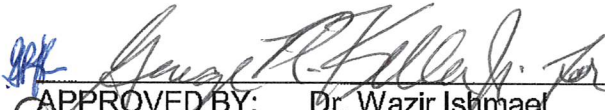
When a contract entered into by the City pursuant to City Commission approval provides for one or more renewals by affirmative action of the City and the estimated annual cost of a renewal exceeds \$250,000, only the City Commission is authorized to approve such renewals. When a contract entered into by the City pursuant to City Commission approval provides for one or more renewals by affirmative action of the City and the estimated annual cost of a renewal of the contract does not exceed

\$250,000, the CPO shall have the authority to recommend to the City Manager approval or rejection of the renewal if it is the first, second, or third renewal of the contract, but only the City Commission is authorized to approve any subsequent renewal. When a contract entered into by the City pursuant to City Commission approval provides for one or more renewals by affirmative action of the City and the estimated annual cost of a renewal of the contract does not exceed \$25,000, the CPO shall have the authority to approve or reject the renewal if it is the first, second or third renewal of the contract, but only the City Commission is authorized to approve any subsequent renewal.

Funding has been provided in the FY21 budget for Fire Rescue in Account Number 001.215101.52200.552160.000000.000.000.

RECOMMENDATION:

Approval of the 4th and final renewal period from July 1, 2021 – June 30, 2022 to Municipal Equipment Company for Bunker Gear and Accessories for an amount not to exceed \$100,000.00.


APPROVED BY: Dr. Wazir Ishmael
City Manager

6-30-21
Date:

Attachments: Executed Renewal Request from Fire Rescue/Fire Chief Dan Booker
Supporting Renewal Documentation



CITY OF HOLLYWOOD, FLORIDA
PROCUREMENT SERVICES

DATE: March 30, 2021

FILE: PR-21-144

TO: Dan Booker, Fire Chief

FROM:  Janice English, Purchasing Agent

SUBJECT: Blanket Contract Renewal for Fire Rescue and Beach Safety Department for Bunker Gear – PA600302 – Municipal Equipment Company, LLC

ISSUE:

The current period of the above blanket purchase order contract expires **06/30/2021**. The contract is renewable for its Final one (1) year period if it is determined to be in the City's best interest and the vendor agrees to the renewal in writing.

EXPLANATION:

If you wish to renew this contract, please complete and return this form to my attention along with the attached Contract Renewal Evaluation Form.

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 and the Contract Renewal Evaluation form appropriately filled out, signed and dated.

Date: 03-30-21 To: Janice English, Procurement Services

The Fire Chief recommends the following:

XXX RENEW the contract under the same terms and conditions. The Budget Account Number to be charged is 001.215101.52200.552160.000000.000.000.

DO NOT prepare a replacement contract (items/services no longer needed).

XXX Estimated annual usage/expenditure is \$100,000

Budget Account Number: 001.215101.52200.552160.000000.000.000

By: Dan Booker 

Title: Fire Chief



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

Department/Office Contract Renewal Evaluation

Date: 03-30-21	
Department/Office: Fire Rescue	Division/Area: 215101
Contact Person: Alexander N. Poll	Title: Division Chief of Administration
Contact phone number: 954-967-4248	Contact Email: Apoll@hollywoodfl.org
Purchase Order/Blanket Purchase Order #: PA600302	
Contract Expiration Date: 06/30/22	
Vendor: Municipal Equipment Company	Contact Person: Joe Fox
Contact phone number: 954-650-2083	Contact Email: Joefox@mecofire.com
Good/Service: Bunker Gear	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Value	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequency of Contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsiveness to request	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Are all goods/services on the contract being performed at the agreed upon time and manner?

☒ Yes ☐ No

If no, please explain?

N/A

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?

N/A



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

**Department/Office
Contract Renewal Evaluation**

6. Has the invoicing been timely, accurate and in accordance with the contract?

☒ Yes ☐ No

If no, please explain?

N/A

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?

N/A

8. Please state any additional comments about your experience with this vendor and the goods/services provided:

N/A

Department/Office Director's Name: Dan Booker

Department/Office Director's Signature: _____

Office of Procurement Services



tel: 954.921.3299
fax: 954.921.3086

April 6, 2021

Municipal Equipment Company
Attn: Joe Fox
2049 West Central Blvd
Orlando, FL 32805

Dear Vendor:

Our Agreement for Fire Rescue – Bunker Gear based upon Lake County Bid #17-0606H, Blanket Purchase Order PA600302, expires June 30, 2021.

The Procurement Services Division would like to renew the agreement for a one (1) year renewal period under the terms and conditions utilizing Blanket Purchase Order PA600302 (copy attached).

Please advise your interest in renewing this Agreement by marking the appropriate response, signing, and returning this correspondence.

If you are unable to renew this agreement, please explain reason(s) in a separate letter.

Thanks for your help with this matter and as always, please call me at 954-921-3345 if you have questions.

A response as soon as possible would be appreciated.

Sincerely,

Janice English
Janice English, Purchasing Agent
Procurement Services Division

JE/jc

I agree: *Dale West*
(Signature)

I disagree: _____

Name: *DALE WEST*
(Typed or Printed)

Date: *6/10/21*

2600 Hollywood Boulevard
P.O. Box 229045
Hollywood, Florida
33022-9045
hollywoodfl.org

Quote



Entered Date	Taken By	Customer #	Order #
6/10/21	DW01	8290	424090-00
PO #	Requested Ship Date		Page #
	6/10/21		1

Bill To	Ship To	Correspondence To
CITY OF HOLLYWOOD ACCOUNTS PAYABLE 2600 HOLLYWOOD BLVD HOLLYWOOD, FL 33020-4807	CITY OF HOLLYWOOD FIRE DEPT 2741 STIRLING ROAD, 3RD FLOOR HOLLYWOOD, FL 33312	MUNICIPAL EQUIPMENT CO, LLC 408 BIF COURT EMAIL: SALES@MECOFIRE.COM PHONE (800) 228-8448 ORLANDO, FL 32809

Instructions			
Ship Point	Via	Shipped	Terms
MUNICIPAL EQUIPMENT - FLORIDA	Fedex		NET 30 DAYS

Notes

Line	Product and Description	UPC Item	Order Quantity	Shipped Quantity	Qty UM	Unit Price	Price UM	Amount(Net)
1	CVBM-32 JANESVILLE V-FORCE BI-SWING COAT, 32" LENGTH, PER SPECIFICATION LIST PRICE \$3282.00 LIST - 35%	00000	1.00	1.00	each	1,567.02	each	1,567.02
2	SEW ON HAZMAT PATCH JANESVILLE SEW ON HAZMAT PATCH OPTION LIST PRICE \$41.77 LIST - 35%	00000	1.00	1.00	each	27.15	each	27.15
4	PVFM JANESVILLE V-FORCE LOW RISE PANT WITH SUSPENDER PER SPECIFICATION LIST PRICE \$2284.00 LIST - 35%	00000	1.00	1.00	each	1,116.73	each	1,116.73
5	507502 HAIX EAGLE AIR BOOTS LIST PRICE \$509.00 LIST - 20%	00000	1.00	1.00	PR	381.75	PR	381.75
6	LFH9120I LION AMERICAN LEGEND HELMET WITH INTEGRATED GOGGLES LIST PRICE \$495.00 LIST - 30%	00000	1.00	1.00	each	290.00	each	290.00
7	LPG928BLK LION COMMANDER ACE GLOVES LIST PRICE \$114.00 LIST - 10%	00000	1.00	1.00	PR	81.60	PR	81.60
9	LIOHD395142 LION REDZONE PARTICULATE HOOD - BLACK	00000	1.00	1.00	EA	95.00	EA	95.00

Line	Product and Description	UPC Item	Order Quantity	Shipped Quantity	Qty UM	Unit Price	Price UM	Amount(Net)
	LIST PRICE \$129.00 LIST - 10%							
10	6-3 PAUL CONWAY 6" LEATHER SHIELD, DRILLED TO FIT A LION AMERICAN LEGEND HELMET, BRASS BACK BRACKET - LIST PRICE \$49.89 LIST - 5%	00000	1.00	1.00	each	47.40	each	47.40
11	JASR842X JANESVILLE 42" SUSPENDER RECTANGULAR METAL LOOPS LIST PRICE \$123.00 LIST - 35%	00000	1.00	1.00	EA	75.35	EA	75.35
12	M Memo: PER LAKE COUNTY CONTRACT #17-0606H - PRICES QUOTED INCLUDE FREIGHT - QUOTE EXPIRES ON 6/30/22	00000	1.00	1.00	EA	0.00	EA	0.00
10	Lines Total	Total Order Quantity	10.00				Subtotal	3,682.00
							Taxes	0.00
							Total	3,682.00



MODIFICATION OF CONTRACT

Modification Number: Eight (8) Effective Date: 7/1/21	Contract Number: 17-0606H Title: <u>Fire Equipment, Parts, Supplies, and Services</u> Effective Date: July 1, 2017
Contracting Officer: Amy Munday E-mail: <u>amunday@lakecountyfl.gov</u> Telephone Number: (352) 343-9389	Contractor Name and Address: Name: Municipal Equipment Co., LLC Address: 2049 West Central Blvd. City: Orlando, Florida 32805 ATTENTION: Dale West
Issued By: Procurement Services Lake County Administration Building 315 W. Main St., Suite 441 Tavares, Florida 32778-7800	
INSTRUCTIONS: Contractor shall sign Signature Block showing acceptance of the below written modification and <u>return this form to Procurement Services within ten (10) days after receipt</u> . Once fully executed, a copy of this modification will be returned to the Contractor to attach to the original Contract.	
DESCRIPTION OF MODIFICATION: <u>Extend contract one (1) year expiring June 30, 2022.</u>	
CONTRACTOR SIGNATURE BLOCK Signature: <u>Dale West</u> Print Name: <u>DALE WEST</u> Title: <u>VICE PRESIDENT</u> Date: <u>1/13/21</u> E-mail: <u>DALEWEST@MECOFIRE.COM</u> Secondary E-mail: <u>DWEST@MECOFIRE.COM</u>	LAKE COUNTY SIGNATURE BLOCK Signature: <u>Amy Munday</u> Print Name: <u>Amy Munday</u> Title: Contracting Officer Date: <u>January 13, 2021</u>
Distribution: Original – Bid File Copy – Contractor Contracting Officer	



MODIFICATION OF CONTRACT

Modification Number: Nine (9) Effective Date: 4/15/2021	Contract Number: 17-0606H Title: <u>Fire Equipment Parts-Supplies-Service</u> Effective Date: 6/1/2017
Contracting Officer: Gretchen A. Bechtel E-mail: gbechtel@lakecountyfl.gov Telephone Number: (352) 343-9389	Contractor Name and Address: Name: Municipal Equipment Co., LLC Address: 2049 West Central Blvd. City: Orlando, FL 32805 ATTENTION: Dale West
Issued By: Procurement Services Lake County Administration Building 315 W. Main St., Suite 441 Tavares, Florida 32778-7800	
INSTRUCTIONS: Contractor shall sign Signature Block showing acceptance of the below written modification and <u>return this form to Procurement Services within ten (10) days after receipt.</u> Once fully executed, a copy of this modification will be returned to the Contractor to attach to the original Contract.	
DESCRIPTION OF MODIFICATION: Contract modification to ADD the attached items to the contract.	
CONTRACTOR SIGNATURE BLOCK Signature: <u>[Signature]</u> Print Name: <u>Mathew Fenneman</u> Title: <u>President</u> Date: <u>4/15/2021</u> E-mail: <u>mat@mecofire.com</u> Secondary E-mail: <u>Dwest@mecofire.com</u>	LAKE COUNTY SIGNATURE BLOCK Signature: <u>[Signature]</u> Print Name: <u>Gretchen A. Bechtel</u> Title: <u>Contracting Officer II</u> Date: <u>04/15/2021</u>
Distribution: Original - Bid File Copy - Contractor Contracting Officer	

ADDITIONAL MFG FORM

ITB Number: 17-0606

Additional Manufacturers/Product Lines

Manufacturer: Fire Innovations

Discount from current price list _____ 10 %

Price List No. _____ Date of Price List January 2021

Warranty Manufacturer _____

1. Stocking Distributor? Yes ☒ No _____

Lead time: 2 weeks _____

Hourly rate for repair and service \$ _____ n/a (per hour)

Minimum order (if any) \$ _____ n/a

Handling fee if less than minimum order \$ _____ n/a

Name/Telephone/Cell/Beeper of Emergency Contact

Mathew Penneman, P:800-228-8448, C:801-550-1433

Manufacturer: RIT Safety Solutions

Discount from current price list _____ 5 %

Price List No. _____ Date of Price List January 2021

Warranty Manufacturer _____

Stocking Distributor? Yes ☒ No _____

Lead time: 1 week- 2 weeks _____

Hourly rate for repair and service \$ _____ n/a (per hour)

Minimum order (if any) \$ _____ n/a

Handling fee if less than minimum order \$ _____ n/a

Name/Telephone/Cell/Beeper of Emergency Contact

Mathew Penneman, P:800-228-8448, C:801-550-1433

ADDITIONAL MFG FORM

ITB Number: 17-0606

Additional Manufacturers/Product Lines

Manufacturer: **Flir Systems**

Discount from current price list _____ 10 %

Price List No. _____ Date of Price List January 2021

Warranty Manufacturer

1. Stocking Distributor? Yes x No _____

Lead time: 2 weeks

Hourly rate for repair and service \$ n/a (per hour)

Minimum order (if any) \$ n/a

Handling fee if less than minimum order \$ n/a

Name/Telephone/Cell/Beeper of Emergency Contact

Mathew Fenneman, P:800-228-8448, C:801-550-1433

Manufacturer: **Enforcer / Firebull**

Discount from current price list _____ 15 %

Price List No. _____ Date of Price List January 2021

Warranty Manufacturer

Stocking Distributor? Yes x No _____

Lead time: Fire bull 3-5 days Enforcer one 2-3 weeks

Hourly rate for repair and service \$ n/a (per hour)

Minimum order (if any) \$ n/a

Handling fee if less than minimum order \$ n/a

Name/Telephone/Cell/Beeper of Emergency Contact

Mathew Fenneman, P:800-228-8448, C:801-550-1433