



CITY OF HOLLYWOOD, FLORIDA
PROCUREMENT SERVICES DIVISION

DATE: April 28, 2014 **FILE:** PR-14-135

TO: Chuck Ellis, Director, Parks, Recreation and Cultural Arts

VIA: Joel Wasserman, Director, Procurement Services

FROM: Ian Superville, Procurement Contracts Officer
Procurement Services *IS*

SUBJECT: Agreement Contract Renewal for After School Program and Summer Camp Program - Sunshine After School Child Care, Inc – RFP-4267-11-JE

ISSUE:

The current period of the above contract expires June 30, 2014. The contract may be renewed for a 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:

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 by returning this memo appropriately filled out, signed and dated.

Date: 6/5/2014 To: Ian Superville, Procurement Services

The Director of Parks, Recreation and Cultural Arts recommends the following:

RENEW the contract under the same terms and conditions. The Budget Account Number to be charged is n/a.

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 _____

By: Linda Guberne Chuck Ellis

Title: Recreation manager Chuck Ellis 6-6-14



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

Department/Office
Contract Renewal Evaluation

| | |
|--|---|
| Date: 6/5/14 | |
| Department/Office: PRA | Division/Area: Recreation |
| Contact Person: Linda Goberna | Title: Recreation mgr |
| Contact phone number: x8682 | Contact Email: lgoberna@hollywoodfl.org |
| Purchase Order/Blanket Purchase Order #: | |
| Contract Expiration Date: 6/30/14 | |
| Vendor: Sunshine After School Care | Contact Person: Colleen Guilla |
| Contact phone number: 954-236-8850 | Contact Email: colleen@sunshinefl.com |
| Good/Service: Aftercare camp provider | Solicitation #: RFP# 4267-11-3E |

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 type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Value | <input type="checkbox"/> | <input checked="" 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?

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 ^{Payment} 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:

Department/Office Director's Name: Chuck Ellis

Department/Office Director's Signature: Chuck Ellis 6-6-14



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

April 28, 2014

Sunshine After School Child Care, Inc.
Attn: Janice Doughty
7900 Peters Road, Bldg. B-Suite 200
Plantation, FL 33324

Dear Ms. Doughty:

Our Agreement for After School Program and Summer Camp Program based upon Request for Proposal No. 4267-11-JE, expires on June 30, 2014.

The Procurement Services Division would like to renew the agreement for a one (1) year renewal period under the terms, conditions and pricing utilizing Request for Proposal No. 4267-11-JE (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). 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 call me at 954-921-3552 or e-mail to isuperville@hollywoodfl.org if you have questions.

A response as soon as possible would be appreciated.

Sincerely,

Ian Superville, Procurement Contracts Officer
Procurement Services Division

I agree: Janice Doughty
(Signature)

I disagree: _____

Name: Janice Doughty
(Typed or Printed)

Date: 6/5/14



February 26, 2014

Chuck Ellis, Director
Honorable Mayor and Council Members
City of Hollywood
1411 S. 28th Avenue
Hollywood, FL 33020

Dear Mr. Ellis,

Sunshine After School Child Care Programs, Inc. respectfully submits this letter of intent to you, the Honorable Mayor of Hollywood, and the City of Hollywood Council Members, for the purpose of the renewal of our current RFP contract agreement with the City of Hollywood. The purpose of this renewal letter is to continue with our original contract agreement for the operation of our After School Care programs, non-school day camp programs, and winter, spring, and summer camps **throughout the 2014-2015 school year.**

It is the intent of Sunshine After School Child Care Programs to continue to uphold all of the conditions and responsibilities as outlined in the original contract agreement between the City of Hollywood and Sunshine After School Child Care, Inc.

It is our goal to continue to provide safe, quality, affordable year round child care services for the City of Hollywood's students and families.

If you have any further questions or concerns, please feel free to contact me at (954) 295-4119.

Sincerely,

Colleen M. Gulla
Executive Director

RESOLUTION NO. R-2011-104

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, RANKING THE PROPOSERS FOR THE OPERATION OF AFTER SCHOOL AND SUMMER CAMP PROGRAM SERVICES, AND FURTHER AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH THE HIGHEST RANKED PROPOSER AND THE CITY OF HOLLYWOOD.

WHEREAS, the Parks, Recreation and Cultural Arts Department requires an agreement with a qualified firm for operating selected after school and summer camp programs; and

WHEREAS, Notices of Request for Proposals number RFP-4267-11-JE were mailed and the RFP was advertised on-line via the City's website and DemandStar in accordance with the City's Purchasing Ordinance; and

WHEREAS, RFP-4267-11-JE was opened at 3:00 P.M. on February 24, 2011, and resulted in responses from two (2) firms:

- After School Programs, Inc.
Deerfield Beach, Florida
- Sunshine After School Child Care, Inc.
Plantation, Florida

; and

WHEREAS, evaluation of the submitted proposals was based upon the criteria as established in the Request for Proposals as follows: Experience and Financial Stability; Project Organization and Technical Qualifications of the Persons Assigned to the Project; Project Understanding, Proposed Approach and Methodology; Revenue Benefit and Fee Structure to the City of Hollywood; and References and Success in Completing Similar Projects; and

WHEREAS, on March 23, 2011 an evaluation committee consisting of the Director, Parks, Recreation and Cultural Arts; Assistant Director, Parks, Recreation and Cultural Arts; Recreation Manager, and the two Recreation Supervisors met and ranked the two responses as follows:

1. Sunshine After School Child Care, Inc.
2. After School Programs, Inc. ; and

WHEREAS, the Evaluation Committee has recommended that the City Commission authorize the negotiation and execution of an agreement with the highest ranked proposer: Sunshine After School Child Care, Inc., Plantation, Florida, for the operation of an after school program and summer camp program; and

WHEREAS, Sunshine After School Child Care, Inc. shall pay the City 25% of its gross receipts from summer camp programs and 5% of its gross receipts from after school programs and will be responsible for all operating costs of the programs; and

WHEREAS, the Evaluation Committee recommends that should the City be unable to reach an agreement with the highest ranked proposer, that the City Commission further authorizes the negotiation and execution of an agreement with the second highest ranked proposer: After School Programs, Inc., Deerfield Beach, Florida, for the operation of an after school program and summer camp program; and

WHEREAS, the agreement will be for a three (3) year period with an option to renew for two (2) additional one (1) year periods subject to vendor acceptance and the determination that renewal will be in the best interest of the City; and

WHEREAS, Sunshine After School Child Care, Inc. has provided After School and Summer Camp Services over the past three (3) years and their services have been satisfactory; and

WHEREAS, Section 38.40(C)(5) of the City's Purchasing Ordinance provides that, when it is in the best interest of the city, the Director may procure, without following formal contract procedure, all supplies, materials, equipment and contractual services which are the subject of contracts with the state, its political subdivisions, the United States government, other governmental entities, or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof; provided, however, that this subsection shall apply only if (i) the supplies, materials, equipment or contractual services are the subject of a price schedule negotiated by the state or the United States government, or (ii) the supplies, materials, equipment or contractual services are the subject of a contract with another governmental entity or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof, which contract is based strictly on competitive bids or competitive proposals and not on any preference;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA:

Section 1: That it hereby ranks the proposers for the operation of after school and summer camp programs as follows:

1. Sunshine After School Child Care, Inc.
2. After School Programs, Inc.

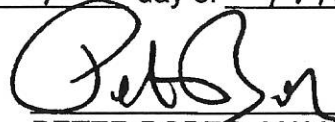
Section 2: That it hereby approves and authorizes the execution, by the appropriate City Officials, of an agreement embodying the terms and conditions approved by the City Commission this date between the first ranked proposer, Sunshine After School Child Care, Inc. and the City of Hollywood, in a form acceptable to the City Manager and approved as to form and legality by the City Attorney.

Section 3: That in the event that the City is unable to reach a mutually acceptable agreement with the first ranked proposer, Sunshine After School Child Care, Inc., that it hereby approves and authorizes the negotiation and execution, by the appropriate City Officials, of an agreement embodying the terms and conditions approved by the City Commission this date between the second ranked proposer, After School Programs, Inc. and the City of Hollywood, in a form acceptable to the City Manager and approved as to form and legality by the City Attorney.

Section 4: That relevant programs that are not specifically included in this RFP may be added during the term of the agreement under terms and conditions negotiated and approved by the City Manager or his designee, the Director of Parks, Recreation and Cultural Arts.

Section 5: That this resolution shall be in full force and effect immediately upon its passage and adoption.

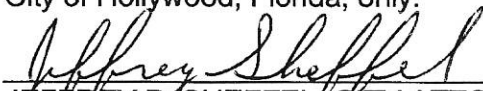
PASSED AND ADOPTED this 4 day of May, 2011.


PETER BOBER, MAYOR

ATTEST:

PATRICIA A. CERNY, MMC, CITY CLERK

APPROVED AS TO FORM AND LEGALITY
for the use and reliance of the
City of Hollywood, Florida, only.


JEFFREY P. SHEFFEL, CITY ATTORNEY *dm*