



City of Hollywood, Florida

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

DATE: **April 6, 2016**

RE: **BLANKET ORDER # B002843**

PRODUCT/SERVICE: **Street Sweeping Services**

Star Cleaning USA, Inc.
19664 SW 69 Place
Pembroke Pines, Florida 33332
Attn: Michael Gonzalez

Telephone Contact: 954-680-7827
Fax: 954-434-6467
Telephone: 305-968-0224
Fax: 305-200-5759
Email: starcleaningusa@hotmail.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:

- | | | |
|-------------------------------------|----------------------------------|--------|
| <input checked="" type="checkbox"/> | FORMAL BID # F-4490-16-RD | |
| <input type="checkbox"/> | INFORMAL BID # | DATED: |
| <input type="checkbox"/> | RENEWAL OF FORMAL BID # | DATED: |
| <input type="checkbox"/> | EXTENSION OF FORMAL BID/RFP# | DATED: |
| <input type="checkbox"/> | WRITTEN QUOTATION # | DATED: |
| <input type="checkbox"/> | VERBAL QUOTATION PER | DATED: |
| <input type="checkbox"/> | STATE OF FLORIDA CONTRACT # | DATED: |
| <input type="checkbox"/> | BROWARD COUNTY BID # | |
| <input type="checkbox"/> | OTHER: | |

The term of this order is **4/6/2016** through **4/5/2018** (Initial two (2) year term, with two (2) additional two (2) year renewal options, approved via Resolution R-2016-XXX on April X, 2016).

The estimated dollar value is **\$66,530.40 annually**.

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.

NOTE: Prior to commencement of any work, updated certificates of insurance meeting the requirements of the Risk Manager and naming the City of Hollywood as additional insured, must be forwarded to Procurement Services.

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
Public Utilities/Underground Utilities
Finance



City of Hollywood, Florida

CITY OF HOLLYWOOD
PROCUREMENT SERVICES
DIVISION

2016 MAR -1 AM 4:29

EVALUATION: FORMAL BID #F-4490-16-RD

Date: February 22, 2016
To: Sylvia Glazer, Director, Public Works
VIA: Joel Wasserman, Director
Procurement Services
From:  Ralph Dierks, Procurement Manager
Procurement Services 

Attached are copies of the five (5) bids received for Bid F-4490-16-RD for Street Sweeping Services, along with the additional documentation received from the bidders, and a copy of the bid tabulation.

NOTE: The bid tabulation zone totals were only the monthly totals, so the totals have been multiplied by twelve (12) and the hourly line totals were added in to give the following annual totals for each bidder:

-Carlos Rosario cleaning Services, Corp.	\$55,528.00
-Star Cleaning USA Inc.	\$66,530.40
-International Sweeping Inc. d/b/a Facilities Pro-Sweep	\$66,932.00
-U.S. Sweeping, Inc.	\$67,407.10
-Superior Property Maintenance Services, Inc.	\$85,032.00

The bid document allows Public Works to award a contract for all parts of this Bid location by location, or to the overall lowest, responsive, responsible Bidder(s), whichever is determined to be in the best interest of the City of Hollywood.

Please review and evaluate the bid documents submitted to ensure that the bids submitted meet Public Work's service requirements, licensing requirements, budget, and check their references. Forward any questions, clarifications or comments to Procurement Services as the Cone of Silence remains in effect. Once your review and evaluation process is completed, please forward your award recommendation(s) to Procurement Services so we can prepare the required award documents.

EVALUATION: FORMAL BID #F-4490-16-RD

February 22, 2016
Page Two

If you request that a contract be awarded to a vendor other than the lowest bidder(s), a justification must be prepared and forwarded to Procurement Services.

The Department of Public Works recommends award(s) be made to the following responsive and responsible bidder(s):

Based upon our review and analysis, STAR Cleaning USA
INC. represents the vendor that is responsive and responsible
with the lowest price (please also reference the attached summary)

I agree with the above statements. 2-29-16
Authorized Signature _____ Date _____
6560300N
02/29/16
Director of Public Works

**Bid F-4490-16-RD for Street Sweeping Services
Summary and Analysis of Bid Documents**

	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8	Monthly Expense	Annual Expense	Allotment for Special Events - Roadway	Allotment for Special Events - Parking Lots	Total Annual Expense
Carlos Rosario Cleaning Services, Corp.	\$ 303.60	\$ 368.00	\$ 115.00	\$ 607.20	\$ 657.80	\$ 740.60	\$ 740.60	\$ 273.70	\$ 3,806.50	\$ 45,678.00	\$ 3,450.00	\$ 6,400.00	\$ 55,528.00
Star Cleaning USA Inc	\$ 381.48	\$ 462.40	\$ 144.50	\$ 762.96	\$ 826.54	\$ 930.58	\$ 930.58	\$ 343.91	\$ 4,782.95	\$ 57,395.40	\$ 4,335.00	\$ 4,800.00	\$ 66,530.40
Facilities Pro Sweep	\$ 389.40	\$ 472.00	\$ 147.50	\$ 778.80	\$ 843.70	\$ 949.90	\$ 949.90	\$ 351.05	\$ 4,882.25	\$ 58,587.00	\$ 4,425.00	\$ 3,920.00	\$ 66,932.00
US Sweeping Inc	\$ 361.02	\$ 437.60	\$ 136.75	\$ 722.04	\$ 782.21	\$ 880.67	\$ 880.67	\$ 325.47	\$ 4,526.43	\$ 54,317.10	\$ 5,250.00	\$ 7,840.00	\$ 67,407.10
Superior Property Maintenance Services Inc	\$ 488.40	\$ 592.00	\$ 185.00	\$ 976.80	\$ 1,058.20	\$ 1,191.40	\$ 1,191.40	\$ 440.30	\$ 6,123.50	\$ 73,482.00	\$ 5,550.00	\$ 6,000.00	\$ 85,032.00

Have these companies provided the requested information:

	Carlos Rosario	Star Cleaning	Facilities Pro Sweep	US Sweeping Inc	Superior Property
MOT certification plan/licenses (Section/Standard 600 moving vehicle guidelines)		X	X	X	
List of vehicles	X	X	X	X	
Acknowledgement & Signature Page	X	X	X	X	X
Hold Harmless & Indemnity Clause	X	X	X	X	X
Non collusion Affidavit	X	X	X	X	X
Sworn statement-FL statutes on public entity crimes	X	X	X	X	X
Certifications regarding debarment, suspension, and other responsibility matters	X	X	X	X	X
Drug Free Workplace Program	X	X	X	X	X
Workplace References	X	X	X	X	X
W-9 Taxpayer ID number and certification	X	X	X	X	X
Certificates of insurance	X		X	X	
License to perform business in State of Florida	X	X	X	X	X



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

Solicitation Request Form
(Use for bids, RFPs, RLIs, RFQs)

2015 OCT 12 AM 11:32
CITY OF HOLLYWOOD
PROCUREMENT SERVICES
DIVISION

Date 10/18/15

Department/Office Public Works

Division/Area 5174

Contact Person Gregory Gibson

Title Assistant Director, Public Works

Phone (954) 967-4526

Email ggibson@hollywoodfl.org

1. Product/Service being requested (be specific.) Street sweeping for curbed roadways within the City of Hollywood.

2. Detailed description of the products/services function and purpose. The City of Hollywood, Florida is seeking written bid quotations from responsible, qualified and licensed vendors to provide roadway street sweeping services along approximately 165.50 miles of curbed roadways, sub-divided into eight (8) separate zones, for City of Hollywood property and public rights-of-way within the City of Hollywood city limits.

Pricing for this function should reflect that these services will be provided on a once-monthly basis.

This roadway maintenance function reflects an industry Best Practice to address the National Pollutant Discharge Elimination System (NPDES) permit requirement to utilize an effective and practical means of preventing or reducing pollution of non-point sources from entering into our City's storm water system and our City's surface waters.

Additional pricing for this function should reflect that these services may be requested on supplemental "as-needed" basis in addition to the biweekly/twice monthly schedule for the downtown Hollywood CRA district and/or other areas specified by the Departments of Public Works and/or Public Utilities within the City limits.

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

Procurement Service Division use only

Requisition # R _____
BPO 2002843
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # _____
(As Applicable)

(Revised 9/2013)

F-4490-16-RD

If yes, please provide previous solicitation number. The City of Hollywood passed and adopted Resolution #R-2012-156 authorizing the issuance of a Blanket Purchase Order (BPO) with Star Cleaning USA, Inc to provide roadway street sweeping services for the City of Hollywood for an initial one (1) year term, with two (2) additional one (1) year options.

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. Submitted on (07/17/2013), please see attached Piggyback paperwork from FDOT Bid #E1K83-RO.

5. Total estimated cost of the requested product/service? \$75,000 annually

Has this cost been approved in your budget? Yes No

If yes, provide Account Number (s.) 43.4031.00000.538.003117

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? 10 Days

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

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

8. Project location? Curbed roadways city-wide

9. Completion Time: Final completion of this project shall be in 30 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. The successful vendor should hold and maintain all of the appropriate licenses and certifications required by the State of Florida for the provision of roadway street sweeping services and Maintenance of Traffic (MOT). This documentation should be included as a component of the bid package for any vendor interested in bid submittal for these services.

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

Yes No

If yes, please provide the information:

Entity N/A Contact Person N/A

Phone N/A Email N/A

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

Procurement Service Division use only

Requisition # R
BPO B002843
(As Applicable)

Purchase Order # P
(As Applicable)

Blanket Purchase Oder #
(As Applicable)

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.)

N/A

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.) It is possible that additional roadway street sweeping services may be required to support special events and/or needs of the City. These occasions would be in addition and/or outside of the scheduled cycle of maintenance.

These requests for additional roadway street sweeping services will be considered stand-alone events. Vendor will be required to submit billing for any stand-alone event within 20 days of completion of the event, and all charges will reflect the rate structure identified in the bid documents.

16. Is this a grant related purchase? Yes No

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. The Department of Public Utilities will be impacted, as the performance and reporting of the roadway street sweeping services by the selected vendor will serve to maintain the City's compliance with the State's National Pollutant Discharge Elimination System (NPDES) permit requirements. The performance of these services and timely, accurate reporting by the vendor to the appropriate regulatory agencies is mandatory.

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

GS Gibson
Signature
[Signature]
Signature

Public Works
Department/Office
Public Works Dept
Department/Office

Procurement Service Division use only

Requisition # R _____
BPO B00 2843
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # _____
(As Applicable)

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

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

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
_____	_____
_____	_____
_____	_____
_____	_____

 Contact Person's Signature

 Date

 Supervisor's Signature

 Date

 Director's Signature

 Date

APPROVAL (Procurement Service Division Use Only)			
Verified By:		Date	3/3/16
Approved By:		Date	3/3/16

Procurement Service Division use only

Requisition # R _____
 BPO 302872
 (As Applicable)

Purchase Order # P _____
 (As Applicable)

Blanket Purchase Order # _____
 (As Applicable)