



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

Solicitation Request Form (Use for bids, RFPs, RLI's, RFQs)

Date 8.06.2014

Department/Office Fire rescue

Division/Area Logistic

Contact Person Joel Medina

Title Division Chief

Phone 954.967.4248

Email Jamedina@Hollywoodfl.org

1. Product/Service being requested (be specific.) Fire Fighting Equipment

2. Detailed description of the products/services function and purpose. Technical specific equipment used in the mitigation and operations of firefighting to include the replacement of current cache of equipment house on our apparatus and in inventory

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

If yes, please provide previous solicitation number. F-4235-10-RD

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.

Procurement Service Division use only

Requisition # R
BPO
(As Applicable)

Purchase Order # P
(As Applicable)

Blanket Purchase Order #
(As Applicable)

5. Total estimated cost of the requested product/service? TBD

Has this cost been approved in your budget? ☐ Yes ☐ No

If yes, provide Account Number (s.) _____

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? Fire Department

9. Completion Time: Final completion of this project shall be in TBD 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. None

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

☐ Yes ☒ No

If yes, please provide the information:

Entity _____ Contact Person _____

Phone _____ Email _____

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

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.)

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.)

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Requisition # R _____
BPO _____
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(As Applicable)

16. Is this a grant related purchase? ☐ Yes ☒ No

If yes, please provide details (timeline, expiration dates, milestones, special procurement requirements, etc.) _____

Will this require matching funds? ☐ Yes ☐ No

What is the grant source? _____

What is the grant (dollar) amount? _____

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. _____

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

Signature

Department/Office

Signature

Department/Office

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.
Ten-8, MES, Fisher Scientific, Halmark, Eliete Fire Equipment, Emergency Vehicle Supply, Bennett Fire products

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

Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # _____
(As Applicable)

Medina
Contact Person's Signature

8.6.2014
Date

Supervisor's Signature

Date

Erin B...
Director's Signature

8/6/14
Date

APPROVAL (Procurement Service Division Use Only)			
Verified By:	<u>B</u>	Date	<u>8-7-14</u>
Approved By:	<u>John</u>	Date	

Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # _____
(As Applicable)



Procurement Services

Bid/RFP Check List

Solicitation Number and Name: Fire Equipment Supplies & Replacement Parts
F-4428-14-JE

Prior to Advertisement:

Initial	Task	Details	Note
JE	Solicitation Request Form	Reviewed for completeness and details	
JE	Procurement Tracker	Add information to Procurement Tracker	
JE	Bid Prep	Meet with Department/Office to review specs/scope and Checklist items	
JE	Bid Folder	Create Bid Folder with Bid Number on H Drive: H:\FY2015\BID FOLDER or H:\FY2015\RFPs, etc.	
N/A	Legal Review	Complete review and approved, as needed	
N/A	Risk Review	Complete review and approved, as needed	
N/A	Budget Review	Complete review and approved, as needed	
JE	Bid Prep	Complete final draft and obtain approval from department	
JE	Cone of Silence Notice	Prepare, e-mail and post on Cone of Silence webpage	Date:
JE	Bid Prep	Establish dates and times Post meeting Notice	Date:
JE	Bid Prep	Schedule Bid Opening and any Pre-Bid Meeting with City Clerk's Office and Department/Office and Reserve Room	
JE	Bid Prep	PDF copy complete original and save in Bid Folder on H Drive: H:\FY2015\BID FOLDER or H:\FY2015\RFPs, etc.	
JE	Plan Holders List	Add invited vendors to BidSync	
JE	Notice	Send to vendor's on the advertisement	Date:
JE	Invitation to Bid/RFP	Issued via BidSync to	Number of Vendors:
JE	Bid or RFP	Make copy for file	

Prepared by: _____



**Procurement Services
Bid/RFP Check List**

Solicitation Number and Name: _____

During Solicitation:

Initial	Task	Details	Note
JS	Procurement Tracker	Update status in Procurement Tracker	
—	Newspaper Ad Confirmation	Request City Clerk confirmation via email, add to folder	
—	Newspaper Ad	Cut advertisement out of newspaper and add scanned copy to Bid Folder	
—	Pre-Bid/Proposal	Create sign-in sheet (prior to meeting)	
—	Pre-Bid/Proposal	Create pre-bid agenda	
—	Check Sheet Bid/Proposal	Create a bid/proposal responsive/completeness check sheet	
—	Plan Holders List	Add pre-bid attendees (if applicable)	
—	Addenda	Issue to all plan holders as needed	Date:
JS	Tabulation	Create (BidSync generates Bid Tabulation, RFP and others are created manually)	

After Opening:

Initial	Task	Details	Note
JS	Procurement Tracker	Update status in Procurement Tracker	
JE	Copies of Bids for City Clerk	Download and save PDF copy of bids submitted for City Clerk's records. Save on the T Drive: T:\CITY CLERK\Bids Submitted	
JS	Plan Holders List	Verify all submittals are on the plan holders list, print and add to folder	
JE	Tabulation	Prepare (hold 30 days or until Notice of Intent is posted, whichever comes first)	
JS	Submittals	Review for responsiveness and completeness	
JS	Submittals	Organize and prepare for distribution to Evaluation Committee/Department	
MB	Non-responsive Vendors	Notify non-responsive vendors and document reason	

Prepared by: _____



**Procurement Services
Bid/RFP Check List**

Solicitation Number and Name: _____

N/A	Reference Checks	Customize reference survey and conduct check. (RFP conduct after short-list.)	
N/A	Bid Bonds	Create a list of vendors who submitted bid bonds or cashier's checks file and provide to City Treasurer (safeguard checks)	
N/A	Evaluation Meeting	Schedule: Conference Room, Evaluation Committee and Procurement.	Date Location
N/A	Evaluation Meeting	Create Public Notice, send to City Clerk, post in Procurement and on BidSync	
N/A	Evaluation Package	Distribute Evaluator's Understanding & Conflict Form, Procedures, Evaluation Sheets, Tabulation, Responses, Original RFP and any Addenda To: Evaluation Committee	
N/A	Meeting Summary	Completed meeting summary for file	
N/A	Schedule Oral Presentations (if applicable)		
N/A	Issue Presentation Letters	Short-listed firms only (if applicable)	
N/A	Presentation Evaluation and Final Ranking Sheets	Create (if applicable)	
N/A	Notice of Intent to Award	Issue to all Responsive Bidders/Proposer after Dept. confirmation of recommendation to award and posted on BidSync. _____	
N/A	Agenda	Prepare Agenda item for Department Director for approval to enter, save copy on H Drive: H:\FY2015\RESOLUTION FOLDER, with all supporting documents	
N/A	Contract	Review Contract and required documents from vendor (bonds, insurance, etc.).	
JS	Contract	Send to vendor with award notification letter for execution.	

Negotiations (if applicable): _____

Prepared by: _____



**Procurement Services
Bid/RFP Check List**

Solicitation Number and Name: _____

Initial	Task	Details	Note
JS	Procurement Tracker	Update status in Procurement Tracker	
M/A	Negotiating Team	individuals identified and City Manager approved	
M/A	Schedule Negotiation Meeting	with top ranked vendor	
JR	Agenda	Create packet with final agreement save with Agenda item	

After Award:

Initial	Task	Details	Note
	Return Bid Bonds	Return by certified mail	
	Contract	Send to City Clerk for final execution	
	Contract	Distribute to the Contractor and Department with the PO and/or notice to proceed	
	Terminate Cone	Terminate Cone of Silence, email and on City website	
	Signed Resolution and Term Sheet	Obtain from Laserfish for the Bid Folder on the H Drive	
	Update Contract/BPO	On the City's website via T Drive	
	Procurement Tracker	Update status and documents in Procurement Tracker	

Prepared by: _____