



CITY OF HOLLYWOOD, FLORIDA
PROCUREMENT SERVICES DIVISION

DATE: March 26, 2015

FILE: PR-15-109

TO: Frank Fernandez, Police Chief

VIA: Joel Wasserman, Director, Procurement Services

FROM: Janice English, Procurement Contracts Officer

SUBJECT: Blanket Contract Renewal for the Lot Clearing Tractor Mowing on Non-Maintained, Improved Properties & Vacant Lots Including Hard Junk Pick-up & Disposal – B002574-Weed-A-Way, Inc.

ISSUE:

The current period of the above contract expires 05/20/2015. The contract is renewable for 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 before April 8, 2015 by returning this memo appropriately filled out, signed and dated.

Date: _____ To: Janice English, Procurement Services

The Police Chief recommends the following:

☒ RENEW the contract under the same terms and conditions. The Budget Account Number to be charged is 01.2040.10143.539.004648.

☐ 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 \$100,000.00

By: Frank Fernandez

Title: Police Chief/AEM

04/10/15

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CITY OF HOLLYWOOD
PROCUREMENT SERVICES
DIVISION



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Department/Office
Contract Renewal Evaluation

Date: 4/13/15	
Department/Office: Police	Division/Area: Code Enforcement
Contact Person: Assistant Manager	Title: Code Manager
Contact phone number: 961-4425	Contact Email: amanager@hollywoodfla.org
Purchase Order/Blanket Purchase Order #: 8002574	
Contract Expiration Date: 5/2/15	
Vendor: WEBB-A-WAY INC	Contact Person: Monney
Contact phone number: 954-374-6562	Contact Email: webway@msn.com
Good/Service:	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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsiveness to request	<input type="checkbox"/>	<input checked="" 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 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:

ALBERT MARGENUM

Department/Office Director's Signature:

[Signature] 3414



CITY OF HOLLYWOOD, FLORIDA

Procurement Services Division

2600 Hollywood Blvd. · Room 303 · P. O. Box 229045 · Hollywood, Florida 33022-9045
Phone (954)921-3299 · Fax (954)921-3086

March 26, 2015

Weed-A-Way, Inc
Attn: Monday Okotogbo
5900 Dewey St., #202
Hollywood, FL 33023

Dear Vendor:

Our Agreement for the Lot Clearing Tractor Mowing on Non-Maintained, improved Properties & Vacant Lots including Hard Junk Pick-up & Disposal based upon F-4383-14-JE, Blanket Purchase Order B002574, expires on 05/20/2015.

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 B002574 (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, Procurement Contracts Officer
Procurement Services Division

JE/jc

I agree: 

I disagree: _____

Name: MONDAY OKOTOGBO
(Typed or Printed & signature)

Date: 04-01-15

CITY OF HOLLYWOOD
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