



# City of Hollywood, Florida

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CITY OF HOLLYWOOD  
PROCUREMENT SERVICES  
DIVISION

## EVALUATION: REQUEST FOR QUALIFICATIONS #RFQ-4496-16-RD

**Date:** March 17, 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 four (4) submittals received for RFQ-4496-16-RD for Body Work, Collision Damage Repair and Painting.

The purpose of this Request for Qualifications (RFQ) is to pre-qualify potential bidders for future bidding through the submission of documents which verify to the City that the bidder meets or exceeds minimum requirements. Those bidders who meet or exceed the requirements established in this RFQ shall be placed on a Pre-Qualification List that may be accessed by the City to obtain price quotations for body work repair, collision damage repair and painting on an as needed basis. Vehicles covered in this RFQ include police vehicles, general fleet vehicles, large heavy duty trucks and specialty equipment.

Procurement Services review of the RFQ submittals received resulted in the opinion that the four (4) vendors who submitted RFQ responses meet the minimum requirements to be considered qualified and should be placed on the Pre-qualification List.

Please review and evaluate the RFQ documents submitted to ensure that the responses submitted meet the RFQ submission requirements, 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 recommendation(s) to Procurement Services so we can prepare the required award documents.

**The Department of Public Works recommends the following vendors to be included on the Pre-Qualification List for Body Work, Collision Damage Repair and Painting:**

- Brilliant of Hollywood, Inc.
- Santa Rosa Body Shop d/b/a Caffi Brothers Body Shop
- Economy Auto Painting + Bodywork
- National Collision + Truck Center

**XBT**  
  
 Authorized Signature

3-30-16  
 Date



# CITY OF HOLLYWOOD, FLORIDA

## PROCUREMENT SERVICES DIVISION

### Solicitation Request Form (Use for bids, RFPs, RLLs, RFQs)

Date 9/11/15

Department/Office Public Works

Division/Area Fleet

Contact Person Joel Wall

Title Fleet Coordinator

Phone 954-967-4555

Email jwall@hollywoodfl.org

1. Product/Service being requested (be specific.) Auto Body, Collision Damage and Painting repair services

2. Detailed description of the products/services function and purpose. The purpose of this Invitation to Bid (ITB) is to pre-qualify potential bidders for future bidding through the submission of documents which verify to the City that the bidder meets or exceeds minimum requirements. Those bidders who meet or exceed the requirements established in this ITB shall be placed on a Pre-Qualification List that may be accessed by the City to obtain price quotations for body work repair, collision damage repair and painting on an as needed basis. Vehicles covered in this ITB include police vehicles, general fleet vehicles, large heavy duty trucks and specialty equipment.

Are there alternative products/services capable of performing the required function? NA

3. Has this product/service previously been formally solicited by the City of Hollywood?

Yes  No  Unsure

If yes, please provide previous solicitation number. \_\_\_\_\_

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. Miami Dade County

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? \$130,000 annually

Has this cost been approved in your budget?  Yes  No

If yes, provide Account Number (s.) Multiple to be provided \_\_\_\_\_

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? 20 Days

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

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

8. Project location? 1600 S Park Road Hollywood, FL 33022

9. Completion Time: Final completion of this project shall be in NA 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. Occupational License/business tax receipt

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.)

\_\_\_\_\_

Procurement Service Division use only

Requisition # R  
BPO \_\_\_\_\_  
(As Applicable)

Purchase Order # P  
(As Applicable)

Blanket Purchase Oder # \_\_\_\_\_  
(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.  
Brilliant of Hollywood, Economy Auto Painting, Maaco, National Collision

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](http://www.sam.gov).

Date of Advanced Search \_\_\_\_\_

Company Name(s) Searched	Search Results
_____	_____
_____	_____
_____	_____

Procurement Service Division use only

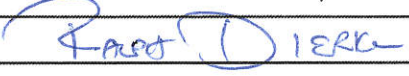
Requisition # R \_\_\_\_\_  
BPO \_\_\_\_\_  
(As Applicable)

Purchase Order # P \_\_\_\_\_  
(As Applicable)

Blanket Purchase Order # \_\_\_\_\_  
(As Applicable)

  
 \_\_\_\_\_  
 Contact Person's Signature  
  
 \_\_\_\_\_  
 Supervisor's Signature  
  
 \_\_\_\_\_  
 Director's Signature

\_\_\_\_\_  
 9/11/15  
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 Date  
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 7/11/15  
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 Date  
 \_\_\_\_\_  
 9/11/15  
 \_\_\_\_\_  
 Date

APPROVAL (Procurement Service Division Use Only)			
Verified By:		Date	4/6/16
Approved By:		Date	

Procurement Service Division use only

Requisition # R \_\_\_\_\_  
 BPO \_\_\_\_\_  
 (As Applicable)

Purchase Order # P \_\_\_\_\_  
 (As Applicable)

Blanket Purchase Order # \_\_\_\_\_  
 (As Applicable)