



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

Solicitation Request Form

(Over \$25,000)

(Use for informal bids and formal Bids, RFPs, RLLs, RFQs)

Date 10-01-2018

Department/Office Fire Rescue

Division/Area 2151

Contract Administrator Alexander N. Poli

Title Division Chief of Administration

Phone (954) 967-4248

Email Apoli@hollywoodfl.org

1. Product/Service being requested (be specific.) The purchase of five (5) UNIMAC Industrial Value-Line Washer/Extractor. 45 lb Capacity, 100 G-Force Extract, Programmable 30 Cycle Controls, 5 Cup Soap Dispenser, 2 Speeds, 208-240/50-60/3 or 1 Phase. The item code is UWT045N10L.
2. The purchase of five (5) UNIMAC Cabinet Dryer For Turn-Out Gear. Cabinet contains hangers for up to 6 sets of firefighter gear and 15 sets of boots or gloves. 240/50-60/3. The item code is UTGC6EDG65.

2. Detailed description of the products/services function and purpose. The Washer/Extractor is a commercial grade washing machine that removes contaminants off the personal protective gear known as bunker gear. The bunker gear is contaminated with products of combustions and carcinogens after firefighting activities. The commercial grade Cabinet Dryer will facilitate the drying process rendering the bunker gear available in a shorter period of time.

Are there alternative products/services capable of performing the required function? There are different brands; however, for training purposes, consistency and for uniformity in all Fire Stations the UNIMAC brand is required.

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

Yes No Unsure

If yes, please provide previous solicitation number. N/A

4. Has this product/service previously been formally solicited by another government agency?

Procurement Service Division use only

Requisition # R
BPO
(As Applicable)

Purchase Order # P
(As Applicable)

Blanket Purchase Order #
(As Applicable)

(Revised 9/2015)

F-4602-19-JE

Yes No Unsure

If yes, please provide details and copy if available. N/A

5. Total estimated cost of the requested product/service? \$115,000

Has this cost been approved in your budget? Yes No

If yes, provide Account Number (s.) 34.2100.16525.521.016453

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? Station 40, Station 5, Station 105, Station 74, and the Logistics Warehouse

9. Completion Time: Final completion of this project shall be in 90 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. N/A

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

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

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Requisition # R
BPO _____
(As Applicable)

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(As Applicable)

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(As Applicable)

If yes, please attach a draft maintenance plan which includes cost estimates and funding source(s.)
N/A

16. Is this a grant related purchase? Yes No

If yes, please provide details (timeline, expiration dates, milestones, special procurement requirements, etc.) The project needs to be completed by July 5, 2019.

Will this require matching funds? Yes No

What is the grant source? AFG Grant

What is the grant (dollar) amount? \$104,546 (FEMA Grant Funds): Matching 10% of \$10,454 for a total of \$115,000.

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. N/A

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 shall not be direct reports.)

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

Commercial Laundry Equipment Company
1114 53 Ct. South, West Palm Beach, FL, 33407
Jerry Penafiel: (561) 972-1078

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 _____

Procurement Service Division use only

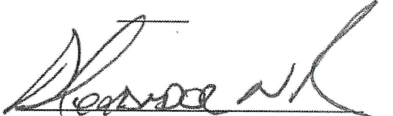
Requisition # R _____
BPO _____
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Purchase Order # P _____
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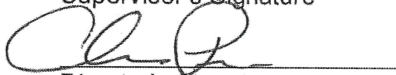
Company Name(s) Searched

Search Results


Contract Administrator Signature



10/11/18
Date

Supervisor's Signature


Director's Signature

Date
10/11/18
Date

APPROVAL (Procurement Service Division Use Only)

Verified By:		Date	<u>12/20/18</u>
Approved By:		Date	<u>12/20/18</u>

Procurement Service Division use only

Requisition # R _____
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