CITY OF HOLLYWOOD, FLORIDA
DEPARTMENT OF PUBLIC WORKS
FLEET MAINTENANCE
INTER-OFFICE MEMORANDUM

DATE:	December 13, 2017	**FILE:** PW-18-007
TO:	Paul Bassar, Director Procurement & Contract Compliance	
VIA:	Sylvia Glazer, Director Public Works Department	
VIA:	Charles W. Lassiter, Interim Assistant Director Public Works Department	
FROM:	Joel J. Wall, Fleet Maintenance Superintendent Public Works Department	
SUBJECT:	Boyd Accessory & Design – B003019	

ISSUE:

The Department of Public Works seeks authorization to increase the estimated dollar value awarded to Boyd Accessory & Design, Lettering of Police & General Fleet Vehicles for the current and remaining terms of the contract (08/07/17 – 08/06/18).

EXPLANATION:

The Department of Public Works has a contract with Boyd Accessory & Design for the requested lettering of Police & General Fleet vehicles. Due to the city-wide new logo initiative being implemented, Public Affairs has requested the General Fleet vehicles to be relabeled. According, we are requesting to increase the estimated dollar value established by blanket purchase order number B003019 – Boyd Accessory & Design by $40,000.00, for a total estimated annual BPO amount of $70,000.00 to cover the relabeling of vehicles.

Below is a summary detailing the explanation for the increase:

- $30,000.00 Original obligated contract amount
- $19,479.00 Expended to date
- $ 00.00 Pending invoices (services rendered, not paid to date)
- $40,000.00 Estimated amount needed to cover operations for the remainder of the blanket Purchase order to cover operation through 08/06/2018.
- $70,000.00 New estimated annual BPO expenditure amount

RECOMMENDATION:

The Department of Public Works recommends Procurement Services seek Commission approval for authorization to increase the Blanket Purchase Order, B003019, with Boyd Accessory & Design for lettering of Police & General Fleet vehicles, for an additional $40,000.00 annually for the current contract term. This request is fully funded utilizing accounts 57.5101.00102.590.004632 and 57.5101.00102.590.014632.

cc: Michelle Lemire, Procurement Specialist