



# City of Hollywood, Florida

2600 HOLLYWOOD BLVD. • P.O. Box 229045 • ZIP 33022-9045

DATE: **April 14, 2014**

RE: BLANKET ORDER # **B002574**

PRODUCT/SERVICE: **Lot Clearing Tractor  
Mowing on Non-Maintained, Improved  
Properties & Vacant Lots Including Hard  
Junk Pick-up & Disposal**

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

Telephone Contact: 786-663-5802  
Fax: 954-374-6562  
Email: [weedaway@msn.com](mailto:weedaway@msn.com)

Dear Vendor:

This is to inform you that the City of Hollywood, Florida is entering into a Blanket Order with your Company based on one of the following:

- |                                     |                                  |        |
|-------------------------------------|----------------------------------|--------|
| <input checked="" type="checkbox"/> | FORMAL BID # <b>F-4383-14-JE</b> |        |
| <input type="checkbox"/>            | INFORMAL BID #                   | DATED: |
| <input type="checkbox"/>            | RENEWAL OF FORMAL BID #          | DATED: |
| <input type="checkbox"/>            | EXTENSION OF FORMAL BID/RFP#     | DATED: |
| <input type="checkbox"/>            | WRITTEN QUOTATION #              | DATED: |
| <input type="checkbox"/>            | VERBAL QUOTATION PER             | DATED: |
| <input type="checkbox"/>            | STATE OF FLORIDA CONTRACT #      | DATED: |
| <input type="checkbox"/>            | BROWARD COUNTY BID #             |        |
| <input type="checkbox"/>            | OTHER:                           |        |

The term of this order is **5/21/2014** through **5/20/2015**.

The estimated dollar value is **\$127,635.00**.

The obligations of the City of Hollywood under this order are subject to the availability of funds lawfully appropriated for its purpose by the City Commission and are subject to the terms and conditions contained on the Purchase Order form.

A completed Insurance Certificate listing the City of Hollywood listed as Additional Insured is due prior to start of service.

The City of Hollywood Departments will issue hard copy orders against this Blanket Order as your authorization to deliver. All invoices must reference each unique document number.

If you have any questions, please contact **Janice English** at (954) 921-3345

c: Police Department/Code Enforcement  
Finance

## TERMS AND CONDITIONS

The following Terms and Conditions are applicable to this order entered into by and between the City of Hollywood (referred to as Buyer) and Vendor (referred to as Seller).

### MODIFICATIONS

This purchase order form, and any other document pertaining to this transaction which has been acknowledged in writing by the Director is a complete and exclusive statement of this order. Accordingly no modification or amendment shall be binding upon the Buyer unless signed by the Director. The City Attorney has approved these standard terms and conditions as to form and legality. Accordingly no modification of these terms and conditions shall be binding upon buyer unless they are endorsed and approved by the City Attorney. In the event of a conflict between these terms and conditions and any other document pertaining to the transaction covered by this order, these terms and conditions shall prevail.

### ASSIGNMENT

Any assignment of this order or the performance of work hereunder, in whole or in part, is prohibited.

### EXCUSABLE DELAYS

The Buyer may grant additional time for any delay or failure to perform hereunder if the delay will not adversely impact the best interests of the Buyer and is due to causes beyond the control of the Seller. Such grant must be in writing and made part of the order.

### DEFAULT

In the event of default by the Seller, Buyer may procure the articles or services covered by this order from other sources and hold the Seller responsible for any excess costs occasioned thereby, in addition to all other available remedies at law or equity.

### TERMINATION

Buyer, acting through its City Manager or his/her designee, reserves the right to terminate this order in whole or in part for default (a) if Seller fails to perform in accordance with any of the requirements of this order or (b) if Seller becomes insolvent or suspends any of its operations or if any petition is filed or proceeding commenced by or against Seller under any State or Federal Law relating to bankruptcy, reorganization, receivership or assignment for the benefit of creditors. Any such termination will be without liability to Buyer except for completed items delivered and accepted by the Buyer. Seller, will be liable for excess costs of procurement.

### F.O.B.

In those cases where F.O.B. point is not Destination, Seller is required to prepay freight charges and list separately on invoice. Collect shipments will not be accepted.

### TERMS

By accepting this order, the Seller agrees that payment terms shall be Net 30 unless otherwise stated.

### INVOICING

Seller must render original invoice to the City of Hollywood, Department of Financial Services, P.O. Box 229045, Hollywood, Florida 33022-9045.

### TAX

The City of Hollywood is exempt from Federal and State taxes for tangible personal property. Sellers doing business with the City, which are not otherwise exempt, shall not be exempt from paying sales tax to their suppliers for materials to fulfill contractual obligations with the City, nor shall any Seller be authorized to use the City Tax Exemption Number in securing such materials.

### RESPONSIBILITY

Responsibility will not be accepted for any goods delivered or services performed unless covered by a duly signed and authorized City of Hollywood order, issued by the Procurement Services Division.

### ACCEPTANCE

Sellers acceptance of this order will be presumed unless Seller acknowledges exception, in writing, to Buyer within ten (10) calendar days after date of order.

### DELIVERIES

Deliveries are to be made during the hours of 7:30 a.m. to 4:00 p.m. Monday through Friday, excluding holidays, unless otherwise stipulated. Seller shall notify the Buyer of deliveries that require special handling and/or assistance for off-loading. Failure to notify the Buyer concerning this type of delivery will

result in the billing to Seller of any add-on redelivery, storage or handling charges.

### INSPECTION

All Commodities delivered on this order are subject to inspection upon receipt by a representative of the Buyer. All rejected commodities shall remain the property of the Seller and will be returned at the Seller's expense.

### QUANTITIES

Quantities specified in the order cannot be changed without Buyer approval. Goods shipped in excess of quantity designated may be returned at the Seller's expense.

### PAYMENT CHANGES

Payments will be made only to the company and address as set forth on order unless the Seller has requested a change thereto on official company letterhead, signed by an authorized officer of the company.

### ANTI-DISCRIMINATION

Sellers doing business with the Buyer are prohibited from discriminating against any employee, applicant or client because of race, creed, color, national origin, sex or age with regard to but not limited to the following: employment practices, rates of pay or other compensations, methods and training selection.

### UNIFORM COMMERCIAL CODE

Florida law, including without limitation the Uniform Commercial Code (Chapter 670 - 680, Florida Statutes), shall apply to and supplement the terms and conditions of this order. Venue shall lie in a court of competent jurisdiction in Broward County, Florida.

### LEGAL RESPONSIBILITY

By accepting this order, Seller understands and agrees that the items covered herein, or services to be rendered, shall be manufactured, sold or performed in compliance with applicable Federal, State, County and Local laws, ordinances, rules and regulations. Lack of knowledge by the Seller shall in no way be a cause for relief from responsibility.

### LIABILITY - COPYRIGHT/PATENT/TRADEMARK

Seller shall save and hold harmless Buyer, its officers, employees and agents from liability for infringement of any United States patent, trademark or copyright for or on account of the use of any product sold to Buyer or used in the performance of this order.

### INDEMNIFICATION

Seller shall indemnify, hold harmless and defend Buyer, its officers, employees and agents from and against any and all claims, damages, liability, judgments or causes of action, including costs, expenses and attorney fees, incurred as a result of any error, omission or negligent act by the Seller, its officers, employees, agents, subcontractors or assignees arising out of this order.

### OCCUPATIONAL SAFETY AND HEALTH

Seller must comply with requirements under Chapter 442, Florida Statutes, that any toxic substance delivered as a part of this order must be accompanied by a Materials Safety Data Sheet (M.S.D.S.).

### REPRESENTATIVE

All parties to this order agree that the representatives named herein are, in fact, bonafide and possess full and complete authority to bind said parties.

### PUBLICITY

No endorsement by the City of the product and/or service will be used by Seller in any way, manner or form in product literature or advertising.

### INSURANCE

The Seller of services must have secured and maintained the required amount of \$1,000,000 general and \$500,000 automobile liability limits and must list the City as an additional insured of this coverage. The Seller must have worker's compensation coverage as required by law. Any exception to the above stated limits or other requirements must be endorsed and approved by the City of Hollywood Risk Manager.

## CITY OF HOLLYWOOD BID TABULATION

NOTICES OF BID AVAILABILITY MAILED: December 13, 2013

ADVERTISED ON-LINE VIA DEMANDSTAR

AND CITY WEBSITE ON: December 13, 2013

BID NUMBER: F-4383-14-JE

DESCRIPTION: Lot Clearing and Tractor Mowing on Non-Maintained, Improved Properties &amp; Vacant Lots

OPENING DATE: January 9, 2014

DEPARTMENT: Police/Code Enforcement

ACCOUNT NUMBER:

EST. AMOUNT (PRE-BID):

TABULATED BY: Lorna Bailey

VERIFIED BY: Janice English

DATE: 2/4/2014

TERMS			Disqualified				Disqualified	
	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
<b>VENDORS</b>								
Weed-A-Way, Inc. Hollywood, FL			X-Treme Lawn & Landscape Ft. Lauderdale, FL		Jerry's Custom Landscaping Miramar, FL		Toilet Taxi Corporation Ft. Lauderdale, FL	
<b>Category I: Non-Maintained Improved Properties</b>	.01	30,000.00	.013	39,000.00	.01	30,000	.014	42,000.00
3,000,000 Sq. Ft. Lot mowing, including clean-up for areas of 4,000 ft. and over								
1,000 Cu. Yd. Hard Junk Disposal	24.99	24,990.00	18.00	18,000.00	10.00	10,000.00	20.00	20,000.00
25-ea. Auto Tire Disposal	15.00	375.00	3.75	93.75	5.00	125.00	4.10	102.50
25-ea. Truck Tire Disposal	19.00	475.00	6.10	152.50	8.00	200.00	6.75	168.75
2,000 Ft. Hedge Trimming	1.25	2,500.00	.69	1,380.00	1.00	2000.00	.76	1,520.00
2,000 Ft. Tree Trimming	5.00	10,000.00	.72	1,440.00	5.00	10,000.00	.78	1,560.00
75-ea. Pool Treatment	75.00	5,625.00	20.00	1,500.00	65.00	4,875.00	24.00	1,800.00
160-ea. Minimum Payment for any Lot Under 4,000 Ft.	40.00	6,400.00	31.00	4,960.00	50.00	8,000.00	37.00	5,920.00
<b>Est. Total Category I</b>		80,365.00		66,526.25		65,200.00		73,071.25

Please note this document does not serve as the final ranking as referenced bid is subject to other evaluation criteria and review by the City of Hollywood before final recommendation and approval.

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<u>Category II: Vacant Lots</u>								
3,000,000 Sq. Ft. Lot Mowing, including Clean-up for areas of 4,000 ft. and over	.01	30,000.00	.013	39,000.00	.02	60,000.00	.014	42,000.00
500 Cu. Yd.	24.99	12,495.00	18.00	9,000.00	10.00	5,000.00	20.00	10,000.00
Hard Junk Disposal								
25-ea.	15.00	375.00	3.75	93.75	5.00	125.00	4.10	102.50
Auto Tire Disposal								
25-ea.	19.00	475.00	6.10	152.50	8.00	200.00	6.75	168.75
Truck Tire Disposal								
500 Ft.	1.25	625.00	.69	345.00	1.00	500.00	.76	380.00
Hedge Trimming								
500 Ft.	5.00	2,500.00	.72	360.00	5.00	2,500.00	.78	390.00
Tree Trimming								
20 ea.	40.00	800.00	31.00	620.00	50.00	1,000.00	37.00	740.00
Minimum Payment for any Lot Under 4,000 feet								
<u>Est. Total Category II:</u>		47,270.00		49,571.25		69,325.00		53,781.25
<u>Grand Total for Category I &amp; II:</u>		127,635.00		116,097.50		134,525.00		126,852.50
<u>W/5% Preference</u>		121,253.25						

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DESCRIPTION: Lot Clearing and Tractor Mowing on Non-Maintained, Improved Properties &amp; Vacant Lots

OPENING DATE: January 9, 2014

DEPARTMENT: Police/Code Enforcement

ACCOUNT NUMBER:

EST. AMOUNT (PRE-BID):

TABULATED BY: Lorna Bailey

VERIFIED BY: Janice English

DATE: 2/4/2014

TERMS	VENDORS		C & W Lawn Care, Inc. Miami, FL		Mold Finders, LLC Hollywood, FL		Garden of Beauty Hollywood, FL	
	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
<b>Category I: Non-Maintained Improved Properties</b>								
3,000,000 Sq. Ft. Lot mowing, including clean-up for areas of 4,000 ft. and over	.018	54,000.00	.0175	52,500.00	.02	60,000.00	.018	54,000.00
1,000 Cu. Yd. Hard Junk Disposal	25.00	25,000.00	22.00	22,000.00	15.00	15,000.00	25.00	25,000.00
25-ea. Auto Tire Disposal	4.75	118.75	4.00	100.00	5.00	125.00	4.50	112.50
25-ea. Truck Tire Disposal	6.00	150.00	5.00	125.00	5.00	125.00	4.75	118.75
2,000 Ft. Hedge Trimming	1.00	2,000.00	1.00	2,000.00	2.00	4,000.00	1.00	2,000.00
2,000 Ft. Tree Trimming	1.00	2,000.00	1.00	2,000.00	2.00	4,000.00	1.00	2,000.00
75-ea. Pool Treatment	18.00	1,350.00	60.00	4,500.00	20.00	15,000.00	65.00	4,875.00
160-ea. Minimum Payment for any Lot Under 4,000 Ft.	13.00	2,080.00	40.00	6,400.00	15.00	2,400.00	75.00	12,000.00

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<b>Est. Total Category I</b>		86,698.75		89,625.00		87,150.00		100,106.25
<b>Category II: Vacant Lots</b> 3,000,000 Sq. Ft. Lot Mowing, including Clean-up for areas of 4,000 ft. and over	.018	54,000.00	.0175	52,500.00	.02	60,000.00	.018	54,000.00
500 Cu. Yd. Hard Junk Disposal	25.00	12,500.00	22.00	11,000.00	15.00	7,500.00	25.00	12,500.00
25-ea. Auto Tire Disposal	4.75	118.75	4.00	100.00	5.00	125.00	4.50	112.50
25-ea. Truck Tire Disposal	6.00	150.00	5.00	125.00	5.00	125.00	4.75	118.75
500 Ft. Hedge Trimming	1.00	500.00	1.00	500.00	2.00	1,000.00	1.00	500.00
500 Ft. Tree Trimming	1.00	500.00	1.00	500.00	2.00	1,000.00	1.00	500.00
20 ea. Minimum Payment for any Lot Under 4,000 feet	13.00	260.00	60.00	1,200.00	15.00	300.00	75.00	15,000.00
<b>Est. Total Category II:</b>		68,028.75		65,925.00		70,050.00		69,231.25
<b>Grand Total for Category I &amp; II:</b>		154,727.50		155,550.00		157,200.00		169,337.50
<b>w/5% Preference</b>						149,340.00		160,871.00

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BID NUMBER: F-4383-14-JE

DESCRIPTION: Lot Clearing and Tractor Mowing on Non-Maintained, Improved Properties &amp; Vacant Lots

OPENING DATE: January 9, 2014

DEPARTMENT: Police/Code Enforcement

ACCOUNT NUMBER:

EST. AMOUNT (PRE-BID):

TABULATED BY: Lorna Bailey

VERIFIED BY: Janice English

DATE: 2/4/2014

VENDORS		BCLS Landscaping Group Miami, FL					
TERMS							
ITEMS	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Total Price
<u>Category I: Non-Maintained Improved Properties</u>							
3,000,000 Sq. Ft. Lot mowing, including clean-up for areas of 4,000 ft. and over	.18	54,000.00	510.00	1,530,000.00			
1,000 Cu. Yd. Hard Junk Disposal	20.00	20,000.00	20.00	20,000.00			
25-ea. Auto Tire Disposal	4.50	112.50	3.25	81.25			
25-ea. Truck Tire Disposal	7.00	175.00	6.25	156.25			
2,000 Ft. Hedge Trimming	.999	1,998.00	1.00	2,000.00			
2,000 Ft. Tree Trimming	.999	1,998.00	1.50	3,000.00			
75-ea. Pool Treatment	60.00	4,500.00	100.00	7,500.00			
160-ea. Minimum Payment for any lot Under 4,000 Ft.	75.00	12,000.00	510.00	81,600.00			
<b>Est. Total Category I</b>		94,783.50		1,530,114,338.00			

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<b>Category II: Vacant Lots</b>								
3,000,000 Sq. Ft. Lot Mowing, including Clean-up for areas of 4,000 ft. and over	.018	54,000.00	510.00	1,530,000,000.00				
500 Cu. Yd. Hard Junk Disposal	20.00	10,000.00	20.00	10,000.00				
25-ea. Auto Tire Disposal	4.50	112.50	3.25	81.25				
25-ea. Truck Tire Disposal	7.00	175.00	6.25	156.25				
500 Ft. Hedge Trimming	.999	1,998.00	1.00	500.00				
500 Ft. Tree Trimming	.999	1,998.00	1.50	750.00				
20 ea. Minimum Payment for any Lot Under 4,000 feet	75.00	1,500.00	510.00	10,200.00				
<b>Est. Total Category II:</b>		69,783.50		1,530,021,688.00				
<b>Grand Total for Category I &amp; II:</b>		164,567.00		3,060,136,026.00				
<b>W/5% Preference</b>		156,339.00						

Please note this document does not serve as the final ranking as referenced bid is subject to other evaluation criteria and review by the City of Hollywood before final recommendation and approval.

**Submit Bids To:**

City of Hollywood  
2600 Hollywood Boulevard  
Hollywood, Florida 33020  
Office of City Clerk, Room 221

CITY OF HOLLYWOOD, FLORIDA

INVITATION FOR BID

BIDDER ACKNOWLEDGMENT

**Bid Title:** Lot Clearing and Tractor Mowing on Non-Maintained, Improved Properties and Vacant Lots Including Hard Junk Pick-up and Disposal

**Bid No.:** F-4383-14-JE

**Commodity/Service Required:**

A Cone of Silence is in effect with respect to this Bid. The Cone of Silence prohibits certain communications between potential vendors and the City. For further information, please refer to Section 30.15(F) of the City's Code of Ordinances.

Bid must be received prior to 3:00 P.M., THURSDAY, JANUARY 9, 2014 and may not be withdrawn within 90 calendar days after such date and time. Bids received by the date and time specified will be opened in Room 303. All Bids received after the specified date and time will be returned unopened.

Procurement Services Contact: Janice English, or Joel Wasserman or his designee

Telephone No.: (954) 921-3345 or (954) 921-3290

**BIDDER ACKNOWLEDGMENT**

THIS FORM MUST BE COMPLETED AND SUBMITTED ALONG WITH THE COMPLETE BID DOCUMENT BY THE DATE AND THE TIME OF BID OPENING. THE BID SUMMARY SHEET PAGES ON WHICH THE BIDDER ACTUALLY SUBMITS A BID AND ANY PAGES UPON WHICH INFORMATION IS REQUIRED MUST BE COMPLETED AND ATTACHED WITH ALL PAGES OF THE BID DOCUMENT.

Bidder's Name: <u>1000-A-Way, Inc</u>	Fed. ID No. or SS Number <u>605-0894412</u>
Complete Mailing Address: <u>5900 Dewey St #202</u> <u>Hollywood FL 33023</u>	Telephone No.: <u>954-663-5802</u>
Do You Have a Permanent Office Located in the City of Hollywood? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Fax No.: <u>954-374-6562</u>
E-Mail Address: <u>wireblue@aol.com</u>	
Indicate type of organization below: Corporation <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> Other	

ATTENTION: FAILURE TO SIGN (PREFERABLY IN BLUE INK) OR COMPLETE ALL BID SUBMITTAL FORMS AND FAILURE TO SUBMIT ALL PAGES OF THE BID DOCUMENT AND ANY ADDENDUMS ISSUED MAY RENDER YOUR BID NON-RESPONSIVE.

The undersigned bidder certifies that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, services, or equipment, and is in all respects fair and without collusion or fraud. I certify acceptance of this bid's terms, conditions, specifications, attachments and addenda. Further, by signing below in blue ink, pages 4 through 6 are acknowledged and accepted as well as any special instruction sheet(s) if applicable. I am authorized to bind performance of this bid for the above bidder.

Marcus Rodriguez, President 1-3-14  
Authorized Name (Typed/Print) Title Date  
[Signature]  
Authorized Signature

COPY



**CITY OF HOLLYWOOD, FLORIDA**  
**BID/PROPOSAL NOTIFICATION**  
**PROCUREMENT SERVICES DIVISION**

Notice to Offerors: Log on to [www.hollywoodfl.org](http://www.hollywoodfl.org) and select the link to Vendor Registration & Bids to register as a supplier.

**BID / PROPOSAL DOCUMENT INFORMATION**

Bid/Proposal Number:	F-4383-14-JE
Bid/Proposal Name:	Lot Clearing & Tractor Mowing on Non-Maintained, Improved Properties & Vacant Lots Including Hard Junk Pick-up & Disposal
Procurement Contact Person:	Janice English
Email Address:	<a href="mailto:jenglish@hollywoodfl.org">jenglish@hollywoodfl.org</a>
Telephone Number:	954-921-3345
Bid/Proposal Opening Date:	January 9, 2014
Pre-Bid/Proposal Conference Date:	
<input type="checkbox"/> Mandatory if Box is Checked	

To view or download this Bid or RFP and any addenda go to:  
[www.hollywoodfl.org/purchasing/bids\\_pdf.asp](http://www.hollywoodfl.org/purchasing/bids_pdf.asp) and click on the bid or proposal number referenced above on this document or the corresponding addendum.

A Cone of Silence is in effect with respect to all Formal Bids and Request for Proposals. The Cone of Silence prohibits certain communications between potential vendors and the City. For further information, please refer to Section 30.15 (F) of the City's Code of Ordinances.

**Bid/Proposal Name:** Lot Clearing & Tractor Mowing on Non-Maintained, Improved Properties & Vacant Lots Including Hard Junk Pick-up & Disposal  
**Bid/Proposal Number:** F-4383-14-JE  
**Bid/Proposal Opening Date:** January 9, 2014

**Firm Name/Address:**

*Wood-Away, Inc.*  
*3900 Truway St #202*  
*Hollywood FL 33023*

**Return to:**

City of Hollywood, Florida  
 c/o: Office of City Clerk  
 2600 Hollywood Blvd., Rm#: 221  
 Hollywood, Florida 33020

NOTE: Always use the label to the left on all packages when returning your bid or proposal to the City.



## NOTICE TO ALL BIDDERS AND PROPOSERS

### Cone of Silence

The City of Hollywood City Commission adopted Ordinance No. O-2007-05, which created Section 30.15(F) imposing a Cone of Silence for certain City purchases of goods and services.

The Cone of Silence refers to limits on communications held between vendors and vendor's representatives and City elected officials, management and staff during the period in which a Formal Solicitation is open.

The Ordinance does allow potential vendors or vendor's representatives to communicate with designated employees for the limited purpose of seeking clarification or additional information. The names and contact information of those employees that may be contacted for clarification or additional information are included in the solicitation.

The Cone of Silence does not prohibit a vendor or vendor's representative from communicating verbally, or in writing to the City Manager, the City Manager's designee, the City Attorney or the City Attorney's designee on those procurement items to be considered by the City Commission.

The Cone of Silence does not prohibit a vendor or vendor's representative from making public presentations at a duly noticed pre-bid conference or duly noticed evaluation committee meeting or from communicating with the City Commission during a duly noticed public meeting.

The Cone of Silence shall be imposed when a formal competitive solicitation has been issued and shall remain in effect until an award is made, a contract is approved, or the City Commission takes any other action which ends the solicitation.

To view the Cone of Silence, Ordinance No. O-2007-05, go to the City of Hollywood's Official website at <http://www.hollywoodfl.org/ConeOfSilence>

## CITY OF HOLLYWOOD TERMS AND CONDITIONS

1. **Execution of Bid:** Bid must contain an original signature of an individual authorized to bind the bidder. Bid must be typed or printed in ink. All corrections made by the bidder to the bid must be initialed by the person signing the bid. All illegible entries, pencil bids or corrections not initialed will not be tabulated. The original bid conditions and specifications cannot be changed or altered in any way. Altered bids will not be considered.
2. **No Bid:** If not submitting a bid, respond by returning this Bidder Acknowledgment form, marking it "NO BID," no later than the stated bid opening date and hour, and explain the reason in the space provided. Failure to respond without sufficient justification may be cause for removal of the bidder's name from the bid mailing list.
3. **Bid Opening:** Shall be public, on date, location and time specified on the bid form. It is the bidder's responsibility to assure that his bid is delivered at the proper time and place of opening. Bids which for any reason are not so delivered, will not be considered. It is the bidder's responsibility to assure all numbered pages of the bid, all attachments thereto and all addenda released are received prior to submitting a bid. All bids are subject to the conditions specified herein on the attached bid documents and on any addenda issued thereto.
4. **Addenda to Bid:** The City of Hollywood reserves the right to amend this bid prior to the bid opening date indicated. Only written addenda will be binding. The City is not bound by any oral representations, clarifications, or changes made in the written specifications by the City's employees, unless such clarifications or changes are provided to bidders in written addendum form.
5. **Prices Quoted:** Deduct trade discounts and quote firm net prices. Give both unit and extended total. Prices must be stated in units to quantity specified in the bidding specifications. In case of discrepancy in computing the amount of the bid, the unit price quoted will govern and the total will be adjusted accordingly. All prices quoted shall be F.O.B. destination, freight prepaid. (Bidder pays and bears freight charges. Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Cash discounts for prompt payment will not be considered in determining the lowest net cost for bid evaluation purposes.
6. **Withdrawal of Bids:** Bidders may request withdrawal of bid submittal prior to the scheduled bid opening time provided the request for withdrawal is submitted to the Director of Procurement Services in writing. No bids may be withdrawn for a period of ninety (90) days after the date of bid opening.
7. **Mistakes:** Bidders are expected to examine the specifications, delivery schedules, bid prices and extensions, and all instructions pertaining to supplies and services. Failure to do so will be at bidder's risk.
8. **Taxes:** The City of Hollywood is exempt from Federal Excise and State Sales Taxes on direct purchases of tangible personal property. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the City of Hollywood. Contractors doing business with the City shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the City nor shall any contractor be authorized to use the City's tax exemption number in securing such materials.
9. **Delivery:** Unless actual date of delivery is specified (or if specified delivery can not be met) show number of days required to make delivery after receipt of purchase order in space provided. Delivery time may become a basis for making an award. Delivery shall be within the normal working hours of the user, Monday through Friday, excluding holidays, unless otherwise specified and incorporated into contract document. Delivery shall be to the location specified in the bid specifications.
10. **Conditions and Packaging:** Unless otherwise stated in the special instructions to bidders or the bid sheets, or specifically ordered from an accepted price list, deliveries must consist only of new and unused goods and shall be the current standard production model available at the time of the bid. The goods must be suitably packaged for shipment by common carrier. Each container or multiple units or items otherwise packaged shall bear a label, imprint, stencil or other legible markings stating name of manufacturer or supplier, purchase order number and any other markings required by specifications, or other acceptable means of identifying vendor and purchase order number.
11. **Inspection, Acceptance & Title:** Inspection and acceptance will be at destination unless otherwise provided. Title to or risk of loss or damage to all items shall be the responsibility of the successful bidder until acceptance by the buyer, unless loss or damage results from negligence by the buyer. If the materials or services supplied to the City are found to be defective or not conforming specifications, the City reserves the right to cancel the order upon written notice to the seller and return product at bidder's expense.
12. **Safety Standards:** All manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and any standards thereunder.
13. **Open-End Contract:** No guarantee is expressed or implied as to the total quantity of commodities/services to be purchased under any open end contract. Estimated quantities will be used for bid comparison purposes only. The City of Hollywood reserves the right to: issue purchase orders as and when required, or issue a blanket purchase order for individual agencies and release partial quantities. No delivery shall become due or be acceptable without a written order by the City, unless otherwise provided in the contract. Such order will contain the quantity, time of delivery and other pertinent data. However, on items urgently required, the seller may be given telephone notice, to be confirmed by an order in writing.
14. **Contract Period (Open-End Contract):** The initial contract period shall start with the expiration date of the previous contract or date of award, whichever is latest, and shall terminate one (1) year from that date, unless otherwise stated within the specifications. The contractor will complete delivery, and the City will receive delivery on any orders mailed to the contractor prior to the date of expiration. The Director of Procurement Services may renew this contract subject to vendor acceptance, satisfactory performance and determination that renewal will be in the best interest of the City. Notification of Intent to Renew will be mailed sixty

(60) to one-hundred fifty (150) calendar days in advance of expiration date of this contract. All prices, terms and conditions shall remain firm for the initial period of the contract and for any renewal period unless subject to price adjustment specified as a "special condition" hereto. In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the Director of Procurement Services. The extension period shall not extend for more than ninety (90) days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate in effect when this extension clause is invoked by the City.

15. **Fixed Contract Quantities:** Purchase order(s) for full quantities will be issued to successful bidder(s) after notification of award and receipt of all required documents. Fixed contract quantities up to twenty (20) percent of the originally specified quantities may be ordered prior to the expiration of one (1) year after the date of award, provided the contractor agrees to furnish such quantities at the same prices, terms and conditions.
16. **Payment**
  - A. **Payment from City to Contractor:** Payment will be made by the City after commodities/services have been received, accepted and properly invoiced as indicated in contract and/or order. Invoices must bear the purchase order number.
  - B. **Payment from Contractor to Subcontractor and Materials Supplier:** When a contractor receives from the City of Hollywood any payment for contractual services, commodities, materials, supplies, or construction contracts, the contractor shall pay such moneys received to each Subcontractor and Material Supplier in proportion to the percentage of work completed by each Subcontractor and Material Supplier at the time of receipt. If the contractor receives less than full payment, then the contractor shall be required to disburse only the funds received on a pro rata basis with the Subcontractors and Material Suppliers, each receiving a prorated portion based on the amount due on the payment. If the contractor without reasonable cause fails to make payments required by this section to Subcontractors and Material Suppliers within fifteen (15) working days after the receipt by the contractor of full or partial payment, the contractor shall pay to the Subcontractors and Material Suppliers a penalty in the amount of one percent (1%) of the amount due, per month, from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed. Retainage is also subject to the prompt payment requirement and must be returned to the Subcontractor or Material Supplier whose work has been completed, even if the prime contract has not been completed. The Contractor shall include the above obligation in each subcontract it signs with a Subcontractor or Material Supplier.
17. **Manufacturer's Name and Approved Equivalents:** Manufacturer's names, trade names, brand names, information and/or catalog number listed in a specification are for information and establishment of quality level desired and are not intended to limit competition. The bidder may offer any brand which meets or exceeds the specifications for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's name and catalog number. Bidder shall submit with his bid complete descriptive literature and/or specifications. The bidder should also explain in detail the reason(s) why and submit proof that the proposed equivalent will meet the specifications and not be considered an exception thereto. The City of Hollywood reserves the right to be the sole judge of what is equal and acceptable. Bids which do not comply with these requirements are subject to rejection. If Bidder fails to name a substitute it will be assumed that he is bidding on goods identical to bid standard, and he will be required to furnish such goods.
18. **Variations to Specifications:** Bidder must indicate any variance to our specifications, terms and/or conditions, no matter how slight. If variations are not stated in the Bid, it will be assumed that the product or service fully complies with our specifications, terms and/or conditions. The City will not interpret variances based on any attached sales or manufacturer's literature unless otherwise specified herein by the City.
19. **Interpretations:** Any questions concerning conditions and specifications shall be directed in writing to the Procurement Division. No interpretation(s) shall be considered binding unless provided to all Bidders in writing by the Director of the Procurement Services.
20. **Awards:** If a specific basis of award is not established in the invitation for Bid, the award shall be to the responsible bidder with the lowest responsive bid meeting the written specifications. As the best interest of the City may require, the right is reserved to make award(s) by individual commodities/services, group of commodities/services, all or none or any combination thereof. When a group is specified, all items within the group must be bid. A bidder desiring to bid "No Charge" on an item in a group must so indicate, otherwise the bid for the group will be construed as incomplete and may be rejected. However, if bidders do not bid all items within a group, the City reserves the right to award on an item by item basis. When a group bid is indicated for variable quantities and the bid for the group shows evidence of unbalanced bid prices, such bid may be rejected. The Director of Procurement Services, or the City Commission, whichever is applicable, reserves the right to waive technicalities and irregularities and to reject any or all bids, or any part of any bid. **The City also reserves the right to award any resulting agreement as it deems will best serve the interests of the City.**
21. **Warranty:** The bidder should specify any warranty applicable to the items bid, and attach any applicable warranty form.
22. **Samples:** Samples of items, when required, must be furnished by bidder free of charge to the City. Each individual sample must be labeled with bidder's name, manufacturer's brand name and be delivered by him within ten (10) calendar days of the bid opening unless the schedule indicates a different time or unless submission is required before the bid opening. If samples are required subsequent to the bid opening, they should be delivered within ten (10) calendar days of the request. The City will not be responsible for returning samples.
23. **Patents and Royalties:** The bidder, without exception, shall indemnify and save harmless the City and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the bidder uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

24. **Assignment:** Contractor shall not transfer or assign the performance required by this bid without the prior written consent of the Director of Procurement Services. Any award issued pursuant to this bid invitation and the monies which may become due hereunder are not assignable except with the prior written approval of the Director of Procurement Services.
25. **Indemnification:** The Contractor shall indemnify, hold harmless, and defend the City of Hollywood, its officers, agents and employees from and against any and all claims, damages liability, judgments or causes of action including costs, expenses and attorneys fees incurred as a result of any error, omission or negligent act by the Contractor its officers, employees, agents, subcontractors or assignees arising out of this bid.
26. **Equal Employment Opportunity:** No Contractor shall discriminate against any employee or applicant for employment because of race, religion, color, sex or National origin, or physical or mental handicap if qualified. Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during their employment without regard to their race, religion, color, sex or National origin, or physical or mental handicap. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. The Contractor further agrees that he/she will ensure that Subcontractors, if any, will be made aware of and will comply with this nondiscrimination clause.
27. **Local Preference:** Pursuant to §38.50 of the City of Hollywood Code of Ordinances, the City shall grant a preference to Hollywood vendors if their initial bid is within 5% of the bid of the lowest responsive responsible bidder that is a non-local Hollywood vendor. The preference shall allow the local Hollywood vendor to submit a second and final offer which must be at least 1% less than the bid of the lowest responsive responsible non-local Hollywood vendor to be awarded. The local Hollywood vendor shall have the burden of demonstrating that it maintains a permanent place of business with full-time employees within the City limits and has done so for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation within Hollywood, Florida. All supporting documentation (e.g. City of Hollywood valid local business tax receipt) for local preference eligibility must be received with the bid package prior to the bid opening date and time.
28. **ADA Compliance:** "Persons with disabilities who require reasonable accommodation to participate in City Programs and/or services may call the Equal Opportunity Manager, Office of Human Resources and Risk Management (954) 921-3218. If an individual is hearing or speech impaired, please call Florida Relay Service 1-800-955-8771.
29. **Public Entity Crimes:** "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

**BID FORM  
CITY OF HOLLYWOOD, FLORIDA**

**"AN EQUAL OPPORTUNITY AND SERVICE PROVIDER AGENCY"**

**Special Instructions to Bidders (In addition to General Conditions)**

**SUBMISSION OF FORMAL SEALED BIDS:** The Invitation for Bid form must be executed and submitted with all bid sheets and should be in a sealed envelope. The original should be signed in blue ink. The pricing page must be completed in its entirety (all spaces must be filled, no spaces are to be left blank). Bids not submitted on bid sheets and spaces left blank on the pricing page may be rejected. The Bidder must check for any addendums to this bid, and continue to check for any addendums up to the due date and time of this bid. The face of the envelope should contain the vendor's name, return address, due date and time of bid opening, and bid number. All bids are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

**PURPOSE:**

The City of Hollywood is seeking bids to establish contracts from contractors interested in providing lot clearing, tractor mowing, hedge and tree trimming and removal of all other identified debris from non-maintained, improved properties and vacant lots City-wide including hard junk pick-up and tire removal and disposal, to keep the properties up to code standards as specified herein.

Contractors are required to furnish all labor, equipment and material necessary to render the properties in compliance with code standards.

**TERMS:**

The term of this contract shall be for a period of one (1) year beginning upon the date of award. The City may renew this contract for two (2) additional one (1) year period subject to vendor acceptance, satisfactory performance and determination that renewal will be in the best interest of the City.

The Contractor shall not assign, transfer or sub-contract any work either in whole or in part, without prior written approval of the City of Hollywood.

**AWARD:**

The City reserves the right to award up to three lowest responsive and responsible bidders meeting specifications, terms and conditions. The lowest bidder in each category shall be considered the primary vendor and should receive the largest volume of work. Therefore, it is necessary to bid on every item in the category. The City of Hollywood reserves the right to procure from the second or third lowest bidder if: a) the lowest bidder cannot comply with requirements or specifications; b) the lowest bidder is not in compliance with requirements or specifications on current or previous orders; c) in cases of emergency; d) if it is in the best interest of the City of Hollywood to do so regardless of reason.

**TERMINATION:**

The City of Hollywood reserves the right to cancel this agreement with or without cause.

**CONTACTS:**

For information concerning procedure for responding to this Invitation For Bid (IFB), contact the Procurement Services Division, Janice English, Procurement Contracts Officer at (954) 921-3345 or or Joel Wasserman, Director, Procurement Services at 954-921-3290 or his designee. Such contact is to be for clarification purposes only.

It is preferred that all other questions be submitted in writing. Questions should be directed to the City of Hollywood, P.O. Box 229045, Hollywood, Florida 33022-9045, Attention: Janice English, Procurement Contracts Officer, Procurement Services Division, or to facilitate prompt receipt of questions, they may be sent via fax at (954) 921-3086, or via e-mail, [jenglish@hollywoodfl.org](mailto:jenglish@hollywoodfl.org) or [jwasserman@hollywoodfl.org](mailto:jwasserman@hollywoodfl.org). **Questions are due no later than December 27, 2013.**

**BACKGROUND**

The City's Police Department's Code Enforcement Division identifies private and/or City-owned properties requiring service, generates a work order, notifies the contractor, supervises the work through completion and verifies payment for the work performed.

**Category I: Non-Maintained Improved Properties:**

The City of Hollywood will designate contractor(s) as authorized operator(s) to cut weeds, grass, and deleterious or unhealthy growth, or other obnoxious matter from non-maintained, improved, private properties including the swale areas of such properties within the limits of the City of Hollywood, Florida, pursuant to, and strictly in accordance with Section 101.05C. The contractor shall provide additional maintenance (including but not limited to chemical treatment of swimming pools, trimming of hedges and removal of junk and/or debris) to any lot(s) in the City. Maintenance shall be completed within twenty-four (24) hours of receipt of notice. Any emergency maintenance request must be completed the same day of notification.

**Category II: Vacant Lots:**

The City of Hollywood will designate contractor(s) as authorized operator(s) to cut weeds, grass and deleterious or unhealthy growth or other obnoxious matter from vacant, privately and/or City-owned lots including the swale areas, and for pick-up and disposal of hard junk within the limits of the City of Hollywood, Florida, pursuant to, and strictly in accordance with Section 101.05C. Maintenance shall be completed within twenty-four (24) hours of receipt of notice. Any emergency request must be completed the same day of notification. Vacant parcels owned by the City shall be cut and cleaned on a monthly basis. A list of these lots shall be provided to the successful bidder, and City-owned properties shall be billed separately from privately-owned lots.

**HOLD HARMLESS AND INDEMNITY CLAUSE:**

Wood-A-Way, Inc. Monday October 30  
 (Company Name and Authorized Signature, Print Name)

,the contractor shall indemnify, defend and hold harmless the City of Hollywood, its elected and appointed officials, employees and agents for any and all suits, actions, legal or administrative proceedings, claims, damage, liabilities, interest, attorney's fees, costs of any kind whether arising prior to the start of activities or following the completion or acceptance and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any act, error or omission, fault or negligence whether active or passive by the contractor, or anyone acting under its direction, control, or on its behalf in connection with or incident to its performance of the contract.

Wood-A-Way, Inc. Monday October 30  
 (Company Name and Authorized Signature, Print Name)

further certifies that it will meet all insurance requirements of the City of Hollywood and agrees to produce valid, timely certificates of coverage.

**Disclosure of Conflict of Interest:** Vendor shall disclose below, to the best of his or her knowledge, any City of Hollywood officer or employee, or any relative of any such officer or employee as defined in Section 112.3135, Florida Statutes, who is an officer, partner, director or proprietor of, or has a material interest in the vendor's business or its parent company, any subsidiary, or affiliated company, whether such City official or employee is in a position to influence this procurement or not.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City of Hollywood Purchasing Ordinance.

Name

Relationship

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

In the event the vendor does not indicate any names, the City shall interpret this to mean that no such relationship exists.

"PIGGYBACKING"

THE BIDDER WILL EXTEND THE SAME PRICE, TERMS AND CONDITIONS TO OTHER GOVERNMENTAL ENTITIES LOCATED IN BROWARD COUNTY DURING THE PERIOD COVERED BY THIS CONTRACT, IF REQUESTED.

YES \_\_\_\_\_

NO ☒ \_\_\_\_\_

WILL THIS PRICING BE EXTENDED TO OTHER GOVERNMENTAL ENTITIES LOCATED IN MIAMI-DADE OR PALM BEACH COUNTIES?

YES \_\_\_\_\_

NO ☒ \_\_\_\_\_

OTHER GOVERNMENTAL ENTITIES LOCATED WITHIN THE STATE OF FLORIDA?

YES \_\_\_\_\_

NO ☒ \_\_\_\_\_

**BIDDER'S NOTE:** Award of any bid will require that the successful bidder ensure that a properly completed Vendor Registration Form is on file with the City.

### "Pricing Page"

**NOTE:** Give both unit price and extended total. Prices must be stated in units to quantity specified in the bid specifications. In case of a discrepancy in computing the amount of the bid, the unit price quoted will govern and the total will be adjusted accordingly. No spaces are to be left blank, but should be marked as follows:

N/A = Not Applicable

N/C = No Charge

N/B = No Bid

Spaces marked with a zero (0) will be considered no charge.

**NOTE:** The City reserves the right to adjust the number of non-maintained, improved properties and vacant lots throughout the term of the contract. The City will notify the contractor by phone and/or written correspondence within a minimum of twenty-four (24) hours' notice.

### NON-MAINTAINED, IMPROVED PROPERTIES

#### Category I:

Bid Firm Unit Prices: It is necessary to bid on every item in the category in order to be considered for award

Item	Description	U.O.M.	Firm Unit Price		Est'd Annual Qty.		Estimated Annual Cost
1.	Lot mowing, including clean-up for areas of 4,000 ft. and over	Sq. Ft.	\$ 0.01	x	3,000,000	=	\$ 30,000.00
2.	Hard Junk Disposal	Cu. Yd.	\$ 24.99	x	1,000	=	\$ 24,990.00
3.	Auto Tire Disposal	Ea.	\$ 15.00	x	25	=	\$ 375.00
4.	Truck Tire Disposal	Ea.	\$ 19.00	x	25	=	\$ 475.00
5.	Hedge Trimming	Ft.	\$ 1.25	x	2,000	=	\$ 2,500.00
6.	Tree Trimming	Ft.	\$ 5.00	x	2,000	=	\$ 10,000.00
7.	Pool Treatment	Ea.	\$ 75	x	75	=	\$ 5,625.00
8.	Minimum Payment for any Lot Under 4,000 Feet	Ea.	\$ 40.00	x	160	=	\$ 6,400.00
	Estimated Total Cost - Category I:						\$ 74,605.00

## VACANT LOTS

## Category II:

Bid Firm Unit Prices: It is necessary to bid on every item in the category in order to be considered for award

Item	Description	U.O.M.	Firm Unit Price		Est'd Annual Qty.		Estimated Annual Cost
1.	Lot mowing, including clean-up for areas of 4,000 ft. and over	Sq. Ft.	\$ 0.01	x	3,000,000	=	\$ 30,000.00
2.	Hard Junk Disposal	Cu. Yd.	\$ 24.99	x	500	=	\$ 12,495.00
3.	Auto Tire Disposal	Ea.	\$ 15.00	x	25	=	\$ 375.00
4.	Truck Tire Disposal	Ea.	\$ 19.00	x	25	=	\$ 475.00
5.	Hedge Trimming	Ft.	\$ 1.25	x	500	=	\$ 625.00
6.	Tree Trimming	Ft.	\$ 5.00	x	500	=	\$ 2,500.00
7.	Minimum Payment for any Lot Under 4,000 Feet	Ea	\$ 40.00	x	20	=	\$ 800.00
					Estimated Total Cost - Category II:		\$ 47,270.00
					Grand Total: Categories I & II:		\$ 121,875.00

## NOTE:

No warranty or guarantee is given or implied as to minimum or maximum amount of work assigned as a result of this bid, however, City will endeavor to provide a minimum of five (5) work order locations per call out to insure contractor feasible work assignment.

**PLEASE RETURN AN ORIGINAL AND THREE COPIES OF ENTIRE BID DOCUMENT.**

**BID SUBMITTAL COMPLETION CONFIRMATION:**

- ☒ I, the Bidder, have completed and signed (preferably in blue ink) all required bid document pages.
- ☒ I, the Bidder, acknowledge reading and signing the Hold Harmless Statement.
- ☒ I, the Bidder, have submitted my bid on the bid sheets provided, and acknowledge that bids not submitted on bid sheets provided may be rejected.
- ☒ I, the Bidder, have filled in all spaces on the pricing page as noted, and acknowledge that bids with spaces left blank on the pricing page may be rejected.
- ☒ I, the Bidder, have included all information, certificates, licenses and additional documentation as required by the City in this bid document.
- ☒ I, the bidder, have checked for any addendums to this bid, and will continue to check for any addendums up to the due date and time of this bid.
- ☒ I, the Bidder, have included on the face of the envelope, my company name and return address, the date and time of bid opening, and the bid number.
- ☒ I, the Bidder, have submitted one (1) original and three (3) copies of the entire bid document and addendums.
- ☒ I have read and completed (if applicable) the "Disclosure of Conflict of Interest".
- ☒ I, the Bidder, am aware that a Notice of Intent to award this bid shall be posted on the City's website at [www.hollywoodfl.org](http://www.hollywoodfl.org) and on the Procurement Services bulletin board in room 303 at City Hall, and that it is my responsibility to check for this posting. Also, I have provided my email address, as the City, at its discretion, may provide me information by such means regarding this procurement process.
- ☒ I, the Bidder, have submitted all supporting documentation for local preference eligibility, which must be received with the bid package prior to the bid opening date and time (if applicable).

NAME OF COMPANY: Wood-A-Land, Inc.

BIDDER'S NAME: Blondy Clark

BIDDER'S AUTHORIZED SIGNATURE: 

DATE: 01-3-14

## Attachment I

Special Instructions for AwardeeCITY OF HOLLYWOOD CODE ENFORCEMENT VACANT/NMIP CONTRACTED GROUNDS  
MAINTENANCE/LOT CLEARING/TRACTOR MOWING PROCEDURE – UPDATED 5/30/13

- After final inspection of the property by the Code Officer, a property list with maintenance authorization forms (MA) attached, along with the Notice of Violation (NOV) will be sent to the Contractor.
- The property list, attached forms and a calendar will be sent by the City two (2) business days in advance of the required service date.
- Code officers will be specific in identifying the required services on the maintenance Authorization form.
- Once contractor receives the property list and attached authorization forms, and notice of violation the contractor contacts Code Enforcement with the date and time the contractor will arrive at the first address to be serviced.
- Contractor will schedule service to be performed on Tuesdays, Wednesdays and Thursdays.
- Code officers will check the "current property status" of the listed properties provided to the contractor a day in advance of the property service date.
- Contractor will meet with the Code Officer at the service location prior to any work being started to confirm the services to be performed. This routine procedure shall apply to each address to be serviced.
- The Code Officer will take a photo of the property before service begins on the property.
- Contractor services the property with the Code Officer onsite in their assigned enforcement zone.
- Upon service completion the Code Officer signs the maintenance authorization and will take a photo of the property after the service is completed.
- Code Officer will contact the Code Officer in the next service area the contractor will be responding to and will meet the contractor on-site prior to the next service beginning.
- Contractor to send invoice with completed and signed maintenance authorization form attached via email to Code to the attention of Charline DelGaudio.

**CITY OF HOLLYWOOD CODE ENFORCEMENT VACANT/NMIP CONTRACTED GROUNDS  
MAINTENANCE/LOT CLEARING/TRACTOR MOWING PROCEDURE – UPDATED 5/30/13**

- Contractor's invoices will include case/violation number and matching address.
- Contractors invoices must be submitted and received by the City no later the thirty (30) business days from the date of services to be paid by the City.
- City may review contractor's invoices for correctness for a time period that may exceed two (2) weeks.

If the contractor requires additional direction on the service procedure and the zone Code Officer is not available, the Contractor can contact or notify the zone Code Supervisors regarding any questions about the listed properties, maintenance authorization forms, notice of violations or condition or and service issue the Contractor may have.

Both the Code Enforcement and the Contractor will communicate and document all questions, services issues and invoice issues.

Contractor is required to communicate in writing only. No communication will be done verbally.

During the term of the contract both parties must work together and communicate in an ongoing effort to resolve any issues.

If any issue is not being resolved in a reasonable period of time please notify (Janice English) in Procurement Services at 954-921-3345 or via email at [jenglish@hollywoodfl.org](mailto:jenglish@hollywoodfl.org)

Contractors contact persons in Code Enforcement will be provided at a later date.



Office of Code  
Enforcement

# CITY of HOLLYWOOD, FLORIDA

P.O. BOX 229045 • ZIP 33022-9045 • PHONE (954) 921-3061 • FAX (954) 921-3318

## NOTICE OF VIOLATION NMIP

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

District: \_\_\_\_\_

Case #: \_\_\_\_\_

Time: \_\_\_\_\_

To: Owner/

Address: \_\_\_\_\_

☐ Ord. #101.05 (C) HIGH GRASS AND WEEDS EXCEEDING 8" IN HEIGHT IS PROHIBITED

**Recommended Action:** Mow and maintain entire property and Right of Way (swale/alley). You have \_\_\_\_ days to correct this violation.

☐ Ord. #50.04(A)(5)(a) OUTSIDE STORAGE OF COMMINGLED MATERIAL IS PROHIBITED  
☐ Ord. #50.04(A)(5)(b)(c)

**Recommended Action:** Store all items to be kept in an ENCLOSED structure. All items that are not intended to be kept shall be disposed of. Contact Environmental Services at 954-967-4200 to arrange for removal. You have \_\_\_\_ days to correct this violation.

☐ Ord. #158.05 ALLOWING A SWIMMING POOL TO BE IN AN UNSANITARY CONDITION IS PROHIBITED

**Recommended Action:** Clean and sanitize swimming pool. Maintain chemical balance and circulate water through an approved pump system. You have \_\_\_\_ days to correct this violation.

MATERIAL LIST—ITEMS TO BE REMOVED

_____	_____	_____
_____	_____	_____
_____	_____	_____

**FAILURE TO COMPLY WITH THIS NOTICE WILL RESULT IN THE CITY MOWING GRASS OR REMOVING MATERIAL AT YOUR EXPENSE, PLUS AN ADMINISTRATIVE FEE UP TO \$200.00.**

Notice posted on above-described property  
 on \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
 by \_\_\_\_\_  
 STATE OF FLORIDA, COUNTY OF BROWARD  
 SWORN TO AND SUBSCRIBED BEFORE ME  
 THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_  
NOTARY PUBLIC  
 PERSONALLY KNOWN OR PRODUCED ID  
 IDENTIFICATION PRODUCED \_\_\_\_\_  
 MY COMMISSION EXPIRES: \_\_\_\_\_

20-68 (Rev 11/05)

Notice posted at 2600 Hollywood Blvd.  
 on \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
 by \_\_\_\_\_  
 STATE OF FLORIDA, COUNTY OF BROWARD  
 SWORN TO AND SUBSCRIBED BEFORE ME  
 THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_  
NOTARY PUBLIC  
 PERSONALLY KNOWN OR PRODUCED ID  
 IDENTIFICATION PRODUCED \_\_\_\_\_  
 MY COMMISSION EXPIRES: \_\_\_\_\_

**WEED-A-WAY, INC**  
MONDAY OKOTOGBO

WEED-A-WAY, INC  
5900 DEWEY ST# 202  
HOLLYWOOD FL 33023  
786-663-5802  
weedaway@msn.com

## Company Profile

Weed-A-Way will continue to provide excellent landscaping services to all placing clients. We thrive on good customer service, the interest our customers in the forefront of our business plan has been our practice over the years. Weed-A-Way, Inc. values its clients and operates entirely based on contract specifications.

Over the years, Weed-A-Way has acquired a vast array of knowledge workers ranging from the best landscapers to the best project managers. We also have two field supervisors with series of certifications in MOT, Arborist, tree licenses, chemical licenses, and a lot more.

Weed-A-Way Inc. promises timely delivery of services to all clients. We provide more than enough work force to get the job done, that is way we continue to raise the bar when it comes to landscaping services.

Finally, we understand the nature of what it takes to be successful in the execution of the contract at stake. We vow to execute each project with great efficiency as we have done with pervious projects in other counties.

Weed-A-Way, Inc. Has (15) Personal Employed

**WEED-A-WAY, INC**  
MONDAY OKOTOGBO

WEED-A-WAY, INC  
5900 DEWEY ST# 202  
HOLLYWOOD FL 33023  
786-663-5802  
weedaway@msn.com

## EQUIPMENT LIST

1. 2005 CHEVY EQUIPMENT TRUCK
2. 2005 CHEVY TWO CREW TRUCK
3. 1993 GRAPPLE TRUCK
4. 2006 GRAPPLE TRUCK
5. 1997 BUCKET TRUCK
6. TRACTOR JOHN DEER BUSH HOG
7. 5 WEED EATERS
8. 4 HEDGERS
9. REEL MOWER
10. 2 60 DIXIE CHOOPER
11. 1 60 WORLD LAWNMOWER
12. 2 60 HUSLER LAWNMOWER
13. 4 HEDGE TRIMMERS
14. 4 BLOWER
15. 61 SCAG LAWNMOWER

**WEED-A-WAY, INC**  
MONDAY OKOTOGBO

WEED-A-WAY, INC  
5900 DEWEY ST# 202  
HOLLYWOOD FL 33023  
786-663-5802  
weedaway@msn.com

## REFERNCES LIST

Below are some of the programs in which Weed-A-Way, Inc has participated in over the past nine years:

✓ MIAMI DADE PARK REC OPEN SPACE  
LOT LANDSCAPE MAINTENANCE  
RICHARD MERA  
7998 SW 107 AVE  
MIAMI FL 33127  
305-270-1791  
305-275-1116 (FAX)  
[rmera@miamidade.gov](mailto:rmera@miamidade.gov)

MIAMI DADE PUBLIC HOUSING  
IRRIGATION & SPRINKLER  
JABRINA JOHNSON  
2200 NW 54 ST  
MIAMI FL 33142  
305-638-6892  
305-633-1914 (FAX)  
[FARRING@miamidade.gov](mailto:FARRING@miamidade.gov)

MIAMI DADE HOUSING AGENCY  
LANDSCAPE & LAWM MAINT  
DAISY DVERNA  
6701 SW 6ND AVE  
305-667-2116  
304-444-8946 (FAX)  
[ddverna@miamidade.gov](mailto:ddverna@miamidade.gov)

MIAMI DADE COUNTY  
ROADSIDE SAFETY MOWING  
STEVEN DUNCAN  
7998 SW 107  
305-270-1791  
305-275-1116 (FAX)  
[Duncan@miamidade.gov](mailto:Duncan@miamidade.gov)

MIAMI DADE COUNTY PUBLIC WORKES  
AND WAST MANA DEPT  
TREE REMOVAL  
RAMOS FERNANDO  
ENGINEER  
305-592-3116  
305-592-5719  
[ramosf@miamidade.gov](mailto:ramosf@miamidade.gov)

CITY OF HOLLYWOOD FL  
PUBLIC WORKING  
LANDSCAPE MAINTENANCE  
XAVIER LEAN  
1600 S PARK RD  
HOLLYWOOD FL 33021  
954-967-4526 954-967-4510 (FAX)  
[XLEAN@hollywoodfl.org](mailto:XLEAN@hollywoodfl.org)

✓ MIAMI DADE PUBLIC HOUSING PROGRAM  
COMMUNITY DEVELOPMENT  
LANDSCAPE PROPERTY  
ALAN ESON  
701 NW 1 CT #16FLOOR  
786-469-4226  
786-469-4199 (FAX)  
[AESON@MIAMIDADE.GOV](mailto:AESON@MIAMIDADE.GOV)

# BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 - 954-831-4000  
VALID OCTOBER 1, 2013 THROUGH SEPTEMBER 30, 2014

DBA:  
Business Name: WEED A WAY INC

Owner Name: MONDAY OKOTOGBO  
Business Location: 5900 DEWEY ST  
HOLLYWOOD

Business Phone:

Receipt #: 325-240234  
Business Type: CLEANING/JANITORIAL

Business Opened: 03/30/2011  
State/County/Cert/Reg:  
Exemption Code:

Rooms                      Seats                      Employees                      Machines                      Professionals

5

For Vending Business Only						
Number of Machines:			Vending Type:			
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
33.00	0.00	0.00	0.00	0.00	0.00	33.00

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

THIS BECOMES A TAX RECEIPT  
WHEN VALIDATED

This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

Mailing Address:

WEED A WAY INC  
5900 DEWEY ST  
HOLLYWOOD, FL 33023

Receipt #02B-12-00001388  
Paid 09/10/2013 33.00

2013 - 2014

# BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 - 954-831-4000  
VALID OCTOBER 1, 2013 THROUGH SEPTEMBER 30, 2014

DBA:  
Business Name: WEED A WAY INC

Owner Name: MONDAY OKOTOGBO  
Business Location: 5900 DEWEY ST  
HOLLYWOOD  
Business Phone: 954-985-2423

Receipt #: 324-8917  
Business Type: LAWN MAINTENANCE/LANDSCAPE  
(LAND CLEARING/GRUBBING)

Business Opened: 06/24/1997  
State/County/Cert/Reg:  
Exemption Code:

Rooms                      Seats                      Employees                      Machines                      Professionals  
4

For Vending Business Only						
Number of Machines:				Vending Type:		
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
33.00	0.00	0.00	0.00	0.00	0.00	33.00

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Mailing Address:  
MONDAY OKOTOGBO  
5900 DEWEY ST  
HOLLYWOOD, FL 33023

Receipt #02B-12-00001388  
Paid 09/10/2013 33.00

2013 - 2014



CITY OF HOLLYWOOD  
TREASURY SERVICES DIVISION  
LOCAL BUSINESS TAX RECEIPTING  
2600 HOLLYWOOD BLVD, ROOM 103  
HOLLYWOOD, FL 33020

WEED-A-WAY  
5900 DEWEY ST  
STE #202  
HOLLYWOOD FL 33023

4918 43147



## CITY OF HOLLYWOOD LOCAL BUSINESS TAX RECEIPT

PRINT DATE: 9/13/13

THIS IS YOUR LOCAL BUSINESS TAX RECEIPT. PLEASE DETACH AND POST IN A CONSPICUOUS PLACE AT THE BUSINESS LOCATION. PLEASE DO NOT REMIT ANY PAYMENT. **THIS IS NOT A BILL.**

**Business Name:** WEED-A-WAY  
**Business Location:** 5900 DEWEY ST  
**Business Class:** LAWN MAINTENANCE  
**Tax Basis:** 5 - 25 WORKERS  
**Receipt Number:** 14 00052043  
**Receipt Year:** 10/01/13  
**Expiration Date:** 09/30/14

<b>NEW CHARGES:</b> (Itemized Below)	187.00
Base Fee	187.00
Additional Charges:	

**Comments:**  
ALSO INCLUDES: JANITORIAL SVCS - HAULING

<b>TOTAL NEW CHARGES:</b>	187.00
Penalty Amount:	.00
Previous Balance Due:	.00
<b>TOTAL AMOUNT PAID:</b>	187.00

PURSUANT TO STATE LAW, THE LOCAL BUSINESS TAX IS LEVIED ON THE PRIVILEGE OF DOING BUSINESS WITHIN A CITY'S LIMITS, AND IS NON-REGULATORY IN NATURE. ISSUANCE OF A LOCAL BUSINESS TAX RECEIPT BY THE CITY OF HOLLYWOOD DOES NOT MEAN THAT THE CITY HAS DETERMINED THAT THE EXISTING OR PROPOSED USE OF A LOCATION IS LAWFUL. ISSUANCE OF A LOCAL BUSINESS TAX RECEIPT DOES NOT LEGALIZE OR CONDONE THE NATURE OF THE BUSINESS BEING CONDUCTED IF CONTRARY TO ANY LOCAL, STATE OR FEDERAL LAWS OR REGULATIONS.



# *Certificate of Completion*

this certifies that

*Keno Thomas*

Weed A Way Inc

has successfully completed

## **Workzone Traffic Control: Intermediate Level**

*Ralph Kinding Jr.*

*Instructor*

*November 20, 2007*

*Completion Date*

JNAGO CORP.  
Licensed Pesticide Applicator Detail

954-251-1370

p.1  
Page 1 of

**Licensed Pesticide Applicator Detail**

[ Print ]

[ Close ]

Applicator's Name	City, State
OKOTOGBO, GWENDOLYN	HALEAH, FL

License No.	License Status	License Type:
FCM16858	Normal	Commercial PUP Applicator License

License Categories

Aquatic Pest Control, Right-Of-Way Pest Control
---

Original Issue Date	Last Issue Date	Expiration Date
6/8/2004	7/11/2012	9/31/2016

Company Name

**Purchasing Agents**

Purchasing Agent Name	City, State
OKOTOGBO, MONDAY	HALEAH, FL

Agent Count: 1

## FACILITY SAFETY CHECKLIST

NOTIFY CITY OF HOLLYWOOD PUBLIC WORKS DEPARTMENT OF ANY IMMEDIATE SAFETY, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING:

[illegible]



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/11/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
SOUTH FL COMMERCIAL INSURANCE  
15165 NW 77 AVENUE #1004  
MIAMI LAKES FL 33014

CONTACT  
NAME:  
PHONE (A/C No. Ext.): (305) 819-8618 FAX (A/C No.): (305) 819-2543  
E-MAIL: sfcip@live.com  
ADDRESS:

INSURED  
WEED-A-WAY INC  
5900 DEWEY STREET  
HOLLYWOOD FL 33023

INSURER(S) AFFORDING COVERAGE  
INSURER A: COVINGTON SPECIALTY INSURANCE COMPANY  
INSURER B:  
INSURER C:  
INSURER D:  
INSURER E:  
INSURER F:

REVISION NUMBER:

## COVERAGES

CERTIFICATE NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		VBA203923-00	10/07/2013	10/07/2014	EACH OCCURRENCE \$1,000,000.
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000.
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$5,000.
	<input type="checkbox"/> \$500 BI & PD DED.					PERSONAL & ADV INJURY \$1,000,000.
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$2,000,000.
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COM/OP AGG \$1,000,000.
	AUTOMOBILE LIABILITY					
	<input type="checkbox"/> ANY AUTO					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per accident) \$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				PROPERTY DAMAGE (Per accident) \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				
	DED	RETENTION \$				EACH OCCURRENCE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input type="checkbox"/> Y/N	N/A			AGGREGATE \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>				
	If yes, describe under DESCRIPTION OF OPERATIONS below					WC STATUTORY LIMITS
						OTH-ER
						E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
LANDSCAPE AND JANITORIAL SERVICES / HAULING AND DEBRIS REMOVAL

## CERTIFICATE HOLDER

CITY OF HOLLYWOOD  
2500 HOLLYWOOD BOULEVARD  
HOLLYWOOD FL 33022

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  
BASS UNDERWRITERS

<ATC>



## CITY OF HOLLYWOOD, FLORIDA

### PROCUREMENT SERVICES DIVISION

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

Date 12/16/13

Department/Office Police/Code Enforcement

Division/Area \_\_\_\_\_

Contact Person Forrest Jeffries

Title Major

Phone 954-967-3503

Email \_\_\_\_\_

1. Product/Service being requested (be specific.) Lot Clearing & Tractor Mowing on Non-Maintained Improved Properties & Vacant Lots

2. Detailed description of the products/services function and purpose. Vendor services are needed to provide lot clearing/tractor mowing, hedge and tree trimming and removal of all other identified debris from non-maintained, improved properties and vacant lots City-wide including hard junk pick-up and tire removal and disposal.

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. \_\_\_\_\_

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. \_\_\_\_\_

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

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

#### *Procurement Service Division use only*

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

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

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

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? 15 Days

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

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

8. Project location? City-wide

9. Completion Time: Final completion of this project shall be in N/A 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. As stated in bid document

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.)

\_\_\_\_\_

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

Procurement Service Division use only

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

Purchase Order # P  
(As Applicable)

Blanket Purchase Order #  
(As Applicable)

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.

\_\_\_\_\_

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

*Maj. [Signature]*  
Supervisor's Signature

Date

*12/14/13*

Date

Director's Signature

Date

APPROVAL (Procurement Service Division Use Only)			
Verified By:	<i>[Signature]</i>	Date	<i>12/17/13</i>
Approved By:	<i>[Signature]</i>	Date	<i>4/17/14</i>

Procurement Service Division use only

Requisition # R  
BPO                       
(As Applicable)

Purchase Order # P  
(As Applicable)

Blanket Purchase Order #  
(As Applicable)