



CITY OF HOLLYWOOD, FLORIDA
PROCUREMENT SERVICES DIVISION

DATE: April 5, 2016

FILE: PR-16-155

TO: Mel Standley, Assistant City Manager/Public Safety

VIA: *BB* Paul Bassar, Contract Compliance Officer,
Office of the City Manager

FROM: *JE* Janice English, Procurement Contracts Officer

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

ISSUE:

The current period of the above contract expires 05/20/2016. The contract is renewable for a one (1) year period if it is determined to be in the City's best interest and the vendor agrees to the renewal in writing.

EXPLANATION:

Notification of Intent to Renew must be mailed to the vendor thirty (30) calendar days in advance of the contract expiration date. Accordingly, it is requested that you give this matter your immediate attention thereby providing a timely reply to preclude contract expiration.

If you do not want to renew this contract, please explain the reason(s) in a separate memo. Also note that this contract will expire on the date mentioned above and if a new contract is to be established, you must submit bid specifications.

RECOMMENDATION:

Please reply before April 11, 2016 by returning this memo appropriately filled out, signed and dated.

Date: 4/14/16 To: Janice English, Procurement Services

The ~~Police Chief~~ ^{*Acm*} recommends the following:

RENEW the contract under the same terms and conditions. The Budget Account Number to be charged is 01.1112.00143539.004648.

DO NOT renew this contract. See attached memo explaining the reason(s).

DO NOT renew this contract. DO NOT prepare a replacement bid (items/services no longer needed).

Estimated: annual usage/expenditure is \$120,000.00

By: *Mel Standley*

Title: *ASST CITY MANAGER*



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

Department/Office
Contract Renewal Evaluation

Date:	4/19/2016	
Department/Office:	Code Compliance	Division/Area: Code Enforcement
Contact Person:	Alexandra Araya	Title: Code Manager
Contact phone number:	954-921-3061	Contact Email: araya@hollywoodfl.org
Purchase Order/Blanket Purchase Order #:	B002574	
Contract Expiration Date:	3/20/16	
Vendor:	Weed-A-Way, Inc	Contact Person: Marisej
Contact phone number:	954-774-6567	Contact Email: weedaway@MSN.com
Good/Service:	Solicitation #:	

1. How would you rate the quality of goods/services?

- Excellent Good Satisfactory Poor

2. How would you rate the courteousness vendor's personnel?

- Excellent Good Satisfactory Poor

3. With regards to the goods or services provided, how satisfied are you with the following items?
(Please check one per category)

	Excellent	Good	Satisfactory	Poor
Overall Quality	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Value	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequency of Contact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsiveness to request	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Are all goods/services on the contract being performed at the agreed upon time and manner?

- Yes No

If no, please explain?

5. If you contacted the vendor, were all your questions or any issues resolved to your complete satisfaction?

- Yes No Did not need to contact

If no, please explain?



CITY OF HOLLYWOOD, FLORIDA
PROCUREMENT SERVICES DIVISION

Department/Office
Contract Renewal Evaluation

6. Has the invoicing been timely, accurate and in accordance with the contract?

Yes No

If no, please explain?

7. Does the Department/Office recommend renewing a contract based upon the available renewal options when the current agreement expires?

Yes No

If no, please explain?

8. Please state any additional comments about your experience with this vendor and the goods/services provided:

Department/Office Director's Name: Alexandro Araya

Department/Office Director's Signature: [Handwritten Signature]



CITY OF HOLLYWOOD, FLORIDA

Procurement Services Division

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

April 4, 2016

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

Dear Vendor:

Our Agreement for the Lot Clearing Tractor Mowing on Non-Maintained, improved Properties & Vacant Lots including Hard Junk Pick-up & Disposal based upon F-4383-14-JE, Blanket Purchase Order B002574, expires on 05/20/2016.

The Procurement Services Division would like to renew the agreement for a one (1) year renewal period under the terms and conditions utilizing Blanket Purchase Order B002574 (copy attached).


Please advise your interest in renewing this Agreement by marking the appropriate response, signing, and returning this correspondence.

If you are unable to renew this agreement, please explain reason(s) in a separate letter.

Thanks for your help with this matter and as always, please call me at 954-921-3345 if you have questions.

A response as soon as possible would be appreciated.

Sincerely,


Janice English, Procurement Contracts Officer
Procurement Services Division

JE/jc

I agree: Yes ✓

I disagree: _____

Name: Monday Okotogbo 
(Typed or Printed & signature)

Date: 4/8/16