



# City of Hollywood, Florida

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

DATE: **March 16, 2016**

RE: BLANKET ORDER #: **B002714**

PRODUCT/SERVICE: **Tutoring Services - Revised**

**Russell Life Skills & Reading Foundation  
5400 S University Drive V#24315  
Suite 506  
Davie, FL 33328**

**Telephone Contact: 954-921-3787  
Fax: 954-920-1238  
Email: [pdoyley@russellreadingroom.com](mailto:pdoyley@russellreadingroom.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>RFP-4445-15-IS-B</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 **6/3/15** through **9/30/2016**. (Initial) Resolution#: **R-2015-144**

The estimated **annual** dollar value is **\$126,252.00**

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.

**NOTE: Prior to commencement of any work, certificates of insurance meeting the requirements of the Risk Manager and naming the City of Hollywood as additional insured, must be forwarded to Procurement Services.**

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 **Robert Lowery** at (954) 921-3552.

c: Parks, Recreation and Cultural Arts  
Finance



DEPARTMENT OF PARKS, RECREATION AND CULTURAL ARTS  
INTEROFFICE MEMORANDUM

**DATE:** March 11, 2016 **MEMO NO:** PRCA-16-080

**TO:** Joel Wasserman, Division Director, Procurement Services

**VIA:** Chuck Ellis, Director of Parks, Recreation and Cultural Arts *CE*

**FROM:** Renee Richards, Grants and Special Projects Manager *TR*

**SUBJECT:** Increase B002714 for tutorial Services

**ISSUE:**

The current BPO for tutorial services was quoted on an annual basis, but the contract is for 15 months leaving the contract 3 month short of funding for services.

**EXPLANATION:**

On June 3, 2015 the City Commission passed and adopted Resolution Number R-2015-144 which authorized the issuance of blanket purchase order B002714 to Russell Life Skills and Reading Foundation for tutorial services. The term of the BPO was from June 15, 2015 through September 30, 2016 (15 months) but the amount quoted was for one year of services. The amount of \$68,796.00 annually will run out on June 3, 2016. The largest amount of tutorial services are provided during the summer which falls after the above mentioned date and into the three month period this contract is unfunded.

To rectify this and continue providing uninterrupted tutorial services, we would like to request that the amount of funding allocated to BPO002714 be increased by \$57,456.00. This amount would cover tutorial services for the remaining period of June 3, 2016 through September 30, 2016. Funding to cover the cost of these services has already been allocated via the Children's Services Council MOST 2016 grant in account # 11.3100.77312.574.003117. Below is a detailed chart showing how we came up with the increased amount required to provide services:

	Time Period	#of days	#of teachers	Cost/hr	Hours/day	Total
Summer Camp	June 13-August 12	36	18	\$ 28.00	3	\$ 54,432.00
After Care	August 15- September 30	24	3	\$ 21.00	2	\$ 3,024.00
Grand Total:						\$ 57,456.00

**RECOMMENDATION:**

Increase Blanket Purchase Order B002714 in the amount of \$57,456.00 in order to continue providing tutorial services through September 30, 2016.