



City of Hollywood, Florida

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

DATE: July 7, 2016

RE: BLANKET ORDER # B002617

PRODUCT/SERVICE: **Grounds Maintenance –
ZONES 1, 2, 4 & 4A (REVISED)**

Nice & Smooth Landscape Corp. (V#28573)
Attn: Jose Fuentes
3402 W. Park Road
Hollywood, FL 33021

Telephone Contact: 954-559-2430
Email: nsllcorp@hotmail.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 # F-4399-14-RD (Set-Aside Bid) | |
| <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: Initial three (3) year bid award term approved via R-2014-170. | |

The term of this order is 07/01/2014 through 06/30/2017.

The estimated dollar value is \$145,273.00 for the remainder of the second year of the initial three year contract period and \$167,728.00 for the third year of the initial three year contract period. (Estimated annual expenditure increase approved via Resolution R-2016-XXX on July 6, 2016).

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.

Prior to commencement of any work on City property, vendor must provide the City of Hollywood with current certificates of insurance meeting the requirements of the Risk Manager, and naming the City of Hollywood as additional insured.

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 **Ralph Dierks** at (954) 921-3223.

c: Public Works
Finance

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

DATE: June 15, 2016

FILE: PW-16-038

TO:  Paul Bassar
Contracts Compliance Manager, Office of the City Manager

VIA: Sylvia Glazer 
Director, Public Works

FROM: Charles W. Lassiter 
Environmental Services Superintendent, Public Works

SUBJECT: Nice & Smooth Landscape Corporation; Grounds Maintenance B002617

ISSUE:

The Department of Public Works seeks authorization to increase Nice & Smooth Landscape Corporation Grounds Maintenance Blanket Purchase Order B002617 for the current and next term of their contract.

EXPLANATION:

The Department of Public Works has a grounds maintenance contract with Nice & Smooth Landscape Corporation to provide routine landscape maintenance at various municipal parks, facilities, and rights-of-ways throughout the City of Hollywood. Also, this vendor was utilized to perform additional services, plant and shrub installations citywide, while contracts for these services were being solicited. The purpose of this request is twofold.

Firstly, we would like to increase the amount of the above referenced blanket purchase order during the current term, 7/1/2015 – 6/30/2016, from \$94,150 to \$145,273. This is an increase of \$51,123. Below is a summary detailing the explanation for the increase.

- \$94,150 Original obligated contract amount
- \$98,000 Expended to date
 - \$17,203 of this expended to date amount includes invoices for Additional Services. Additional services is within the scope of the effort; however, the initial funding of \$94,150 did not include funding for additional services
 - \$10,000 Pending invoice (services rendered, not paid to date)

- \$20,070 Amount needed to cover operations to include a newly added Zone (Charles Vollman Park). Average weekly cost is \$2,700 from 5/16/2016 – 7/1/2016. 7 weeks x \$2,700 = \$18,900 + two services at Charles Vollman Park (\$1,170) = \$20,070

Secondly, we would like to increase the amount of the above referenced blanket purchase order for the next term, 7/1/2016 – 6/30/2017, from \$94,150 to \$167,728. This is an increase of \$73,578. The reason for this increase includes funding the additional services line item, the addition of the new zone, Charles Vollman Park and operational expenses based on current spending.

A plant and shrub installation contract has since been awarded; however, the Public Works Department still has a need for Nice & Smooth Landscape Corporation to provide “additional services” in relation to this blanket purchase order. We have situations that require grounds maintenance vendors to perform additional services such as debris removal, sod preparation, etc.

RECOMMENDATION:

The Department of Public Works recommends the Procurement Services Department seek Commission approval for authorization to increase Nice & Smooth Landscape Corporation estimated dollar value of blanket purchase order B002617 to \$145,273 for the contract term period of 7/1/15 – 6/30/16 and \$167,728 during the contract term of 7/1/16 – 6/30/17. This request is fully funded utilizing accounts 01.5171.00481.541.005229, and 01.5171.00483.541.005224

cc: Karen Arndt, Assistant Director of Public Works
Ralph Dierks, Procurement Manager
Linda Silvey, Budget and Procurement Services Technician