



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

Solicitation Request Form

(Over \$25,000)

(Use for informal bids and formal Bids, RFPs, RLIs, RFQs)

Date October 20, 2017

Department/Office Police Department

Division/Area Sp. Ops.

Contract Administrator James Gibbons

Title Detective

Phone 954-967-4567

Email jjibbons@hollywoodfl.org

1. Product/Service being requested (be specific.) Lease of (6) Harley Davidson FLHTP Electra Glide Police Motorcycles.

2. Detailed description of the products/services function and purpose. Re-bid Police Motorcycles contract to enforce and investigate any and all City of Hollywood traffic violations and infractions.

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. F-4468-15-JE

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. Not available

5. Total estimated cost of the requested product/service? Six motorcycles, every two years, to cost total \$88,000 (\$44,000 per year).

Procurement Service Division use only

Requisition # R
BPO
(As Applicable)

Purchase Order # P
(As Applicable)

Blanket Purchase Order #
(As Applicable)

(Revised 9/2015)

F-4564-18-JE

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

If yes, provide Account Number (s.) 01.2042.00297.521.004005

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? 10 Days

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

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

8. Project location? 3250 Hollywood Blvd.

9. Completion Time: Final completion of this project shall be in 30 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. N/A

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

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(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.

N/A
Signature

Department/Office

N/A
Signature

Department/Office

18. Please provide the names of suggested evaluations committee member:
(NOTE: Committee members shall not be direct reports.)

_____	_____
_____	_____
_____	_____

19. Please provide any specific vendor(s) to be included in the notification of these solicitations.
Alligator Alley Harley Davidson 201 International Parkway, Sunrise FL 33325 (954) 414-4135
Petersons North Miami Harley Davidson 19400 NW 2nd Avenue, Miami FL 33169 (305) 651-4811

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.

Date of Advanced Search _____

Company Name(s) Searched

Search Results

_____	_____
_____	_____
_____	_____

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(As Applicable)

Det J. Giphens 0137
Contract Administrator Signature

10-31-2017
Date

(T. M. H. 2541)
Supervisor's Signature

10-31-17
Date

M. Holt 2034
Director's Signature

10/31/17
Date

APPROVAL (Procurement Service Division Use Only)			
Verified By:	<u>JE</u>	Date	<u>11/15/17</u>
Approved By:	<u>Altman</u>	Date	<u>11/15/2017</u>

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