


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


**DATE:** December 13, 2017

**FILE:** PW-18-007

**TO:** Paul Bassar, Director  
Procurement & Contract Compliance

**VIA:**  Sylvia Glazer, Director  
Public Works Department

**VIA:**  Charles W. Lassiter, Interim Assistant Director  
Public Works Department

**FROM:** Joel J. Wall, Fleet Maintenance Superintendent  
Public Works Department 

**SUBJECT:** Boyd Accessory & Design – B003019

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**ISSUE:**

The Department of Public Works seeks authorization to increase the estimated dollar value awarded to Boyd Accessory & Design, Lettering of Police & General Fleet Vehicles for the current and remaining terms of the contract (08/07/17 – 08/06/18).

**EXPLANATION:**

The Department of Public Works has a contract with Boyd Accessory & Design for the requested lettering of Police & General Fleet vehicles. Due to the city-wide new logo initiative being implemented, Public Affairs has requested the General Fleet vehicles to be relabeled. According, we are requesting to increase the estimated dollar value established by blanket purchase order number B003019 – Boyd Accessory & Design by \$40,000.00, for a total estimated annual BPO amount of \$70,000.00 to cover the relabeling of vehicles.

Below is a summary detailing the explanation for the increase:

- \$30,000.00 Original obligated contract amount
- \$19,479.00 Expended to date
- \$ 00.00 Pending invoices (services rendered, not paid to date)
- \$40,000.00 Estimated amount needed to cover operations for the remainder of the blanket Purchase order to cover operation through 08/06/2018.
- \$70,000.00 New estimated annual BPO expenditure amount

**RECOMMENDATION:**

The Department of Public Works recommends Procurement Services seek Commission approval for authorization to increase the Blanket Purchase Order, B003019, with Boyd Accessory & Design for lettering of Police & General Fleet vehicles, for an additional \$40,000.00 annually for the current contract term. This request is fully funded utilizing accounts 57.5101.00102.590.004632 and 57.5101.00102.590.014632.

cc: Michelle Lemire, Procurement Specialist