



CITY OF HOLLYWOOD
CITY OF HOLLYWOOD, FLORIDA
PROCUREMENT SERVICES DIVISION
2018 MAR -6 PM 1:46

DATE: January 17, 2018

FILE: PR-18-095

TO: Sylvia Glazer, Director, Public Works

FROM: Paul A. Bassar, Director, Procurement & Contract Compliance

SUBJECT: Blanket Contract Renewal for Disaster Debris Monitoring Services– B002948 with Tetra Tech, Inc.

ISSUE:

The current period of the above contract, based on Broward County Bid #T2111235B1, expires on **March 30, 2018**. This contract is renewable for a one (1) year term, 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 as soon as possible by returning this memo appropriately filled out, signed and dated along with the attached Contract Renewal Evaluation Form.

Date: 3/1/18

To: Paul A. Bassar, Procurement Services

The Director recommends the following:

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

☒ 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 \$5,000,000.00

By: [Signature]

Title: _____



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

Department/Office Contract Renewal Evaluation

Date: <u>3/1/18</u>	
Department/Office: <u>Public Works</u>	Division/Area: <u>5100/5121</u>
Contact Person: <u>Charles Lassiter</u>	Title: <u>Assistant Director</u>
Contact phone number: <u>954-967-4207</u>	Contact Email: <u>classiter@hollywood.fl.or</u>
Purchase Order/Blanket Purchase Order #: <u>3002948</u>	
Contract Expiration Date: <u>3/30/18</u>	
Vendor: <u>Tetra Tech, Inc</u>	Contact Person: <u>Betty Kamara</u>
Contact phone number: <u>321-441-8518</u>	Contact Email: <u>Betty.Kamara@tetratech.com</u>
Good/Service: <u>Disaster Debris Monitoring</u>	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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Value	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Frequency of Contact	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Responsiveness to request	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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?



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Department/Office
Contract Renewal Evaluation

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

☐ Yes ☒ No

If no, please explain?

Review of submitted invoices have been slow, The Public Works Department understands this to be a massive undertaking; however, vendors have been waiting for payment

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?

The Department of Public Works would be interested in seeking other vendors at this time

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

Department/Office Director's Name:

Alyvia Glazer

Department/Office Director's Signature:

[Signature]

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

DATE: March 1, 2018 **FILE:** PW-18-016

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

VIA: Sylvia Glazer
Director, Public Works

FROM: Charles W. Lassiter
Assistant Director, Public Works

SUBJECT: Nonrenewal of Blanket Contract for Disaster Debris Monitoring Services with Tetra Tech, Inc.

ISSUE:

The Department of Public Works wishes not to renew the blanket contract for Disaster Debris Monitoring Services with Tetra Tech, Inc., B002948 which expires on March 30, 2018.

EXPLANATION:

The Department of Public Works does not wish to renew the blanket contract for Disaster Debris Monitoring Services with Tetra Tech, Inc., B002948 and wishes to seek another option and establish a new contract for this service.

RECOMMENDATION:

The Department of Public Works recommends the Procurement Services Department seek Commission approval to piggyback the City of Fort Lauderdale contract with Thompson Consulting Services, for Disaster Debris Monitoring Services for an estimated dollar value to be determined at the time of activation. Additionally, funding is made available during emergency management activation.

cc: Michelle Lemire, Procurement Specialist