



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

Solicitation Request Form

(Over \$25,000)

(Use for informal bids and formal Bids, RFPs, RLI's, RFQs)

Date _____

Department/Office CRA

Division/Area _____

Contract Administrator Lisa Liotta

Title Redevelopment & Operations
Manager

Phone ext 2980

Email LLIOTTA@hollywoodfl.org

1. Product/Service being requested (be specific.) The Hollywood, Florida Community Redevelopment Agency (CRA) is currently seeking a qualified vendor to prepare and paint four asphalt vehicular intersections and crosswalks that are located within the boundaries of the Downtown CRA District. The four different graphic designs are to be replicated on each intersection with crosswalks and are attached as exhibit "A." Each intersection/crosswalk area is approximately 1,600 sq. ft. The asphalt is existing and is not new. Each intersection/crosswalk must be prepared and pressure washed prior to the application of primer or paint. Each intersection/crosswalk must be primed with a water based primer that can be used on asphalt. Only 100% integral colored epoxy modified acrylic coating will be accepted; coated aggregate will not be accepted. Product must be on the FDOT approved product list for patterned pavement specification #523-1. Vendor must have experience in painting artistic decorative designs on public crosswalks or intersections. The work may take place from approximately 7:00 a.m. until 4:00 p.m. seven days a week or as permitted by the City of Hollywood Code of Ordinances. Onsite trash receptacles and or maintenance assistance with garbage and debris will be provided by the CRA.

2. Detailed description of the products/services function and purpose. The function and purpose is create an aesthetic environment by transforming Downtown Hollywood street intersections and crosswalks into works of art. This artwork will also draw attention to the actual intersections and possibly provide traffic calming.

Are there alternative products/services capable of performing the required function? Not that we are aware of.

3. Has this product/service previously been formally solicited by the City of Hollywood?

Procurement Service Division use only

Requisition # R
BPO _____
(As Applicable)

Purchase Order # P
(As Applicable)

Blanket Purchase Order #
(As Applicable)

(Revised 9/2015)

☐ Yes ☒ No ☐ Unsure

If yes, please provide previous solicitation number. _____

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. _____

5. Total estimated cost of the requested product/service? Not to exceed \$50,000

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

If yes, provide Account Number (s.) 166.669901.55200.563010.0

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? 15 Days

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

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

8. Project location? 4 intersections/crosswalks in total:

Van Buren Street & 19th Avenue

Van Buren Street & 20th Avenue

Polk Street & 19th Avenue

Polk Street & 20th Avenue

9. Completion Time: Final completion of this project shall be in 45 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. FDOT approved.

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?

Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Oder # _____
(As Applicable)

☐ 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

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.

Signature

Department/Office

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.
Ray Cruz, Atlantic Paving info@atlanticpaving.com atlanticpaving.com

Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # _____
(As Applicable)

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



Contract Administrator Signature

5/2/2019

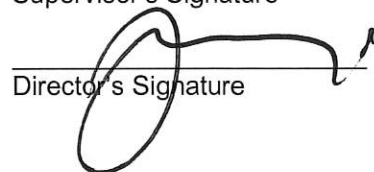
Date



Supervisor's Signature

05/02/2019

Date



Director's Signature

5/2/19

Date

APPROVAL (Procurement Service Division Use Only)			
Verified By:		Date	
Approved By:		Date	

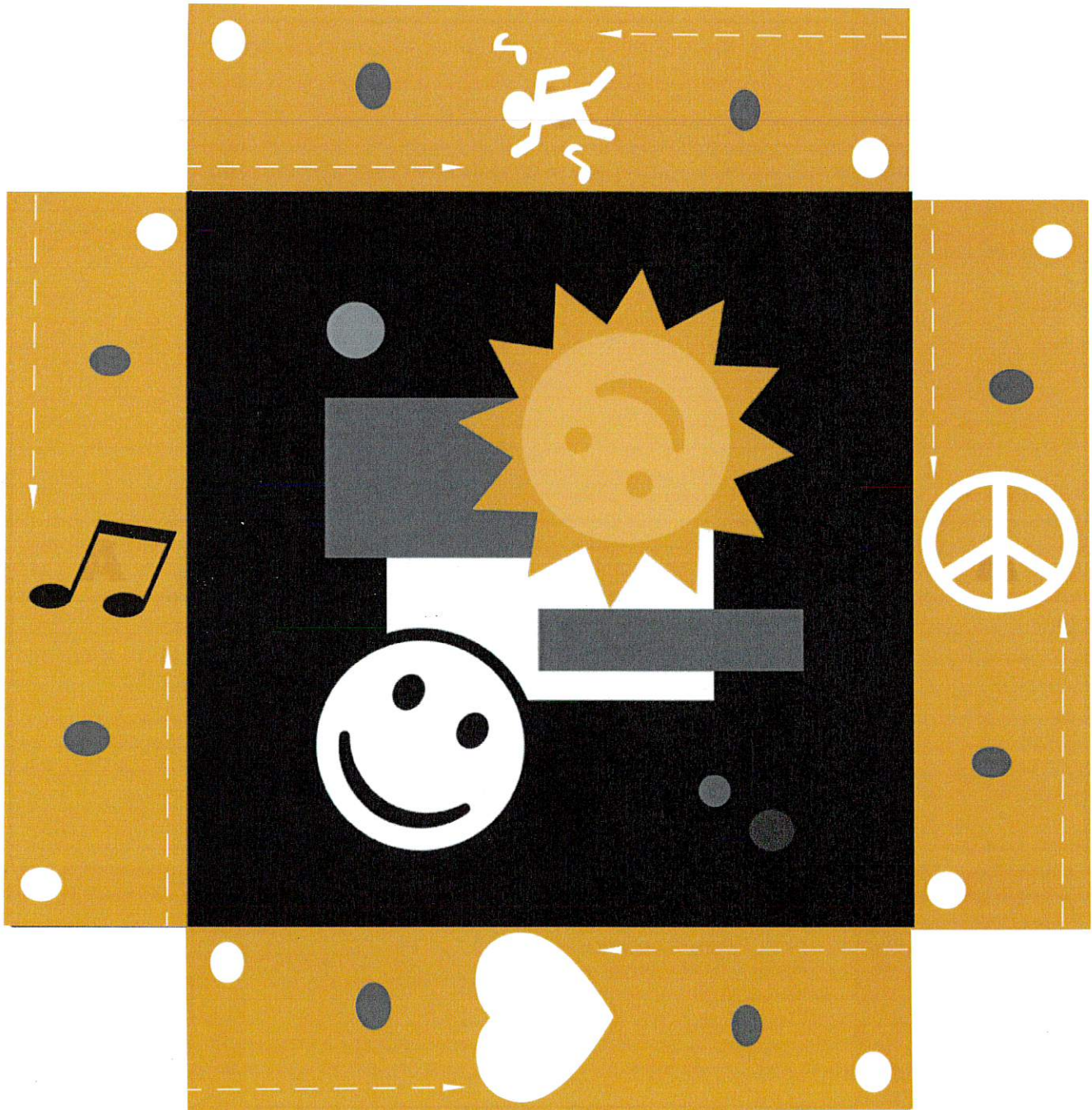
Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # _____
(As Applicable)

Karla Campos



Antonella Anzani Ballarin



Laureen Biruk



Alejandro Villanueva

