



CITY OF HOLLYWOOD, FLORIDA
PROCUREMENT SERVICES DIVISION

DATE: September 17, 2019

FILE: PR-19-240

TO: Chris O'Brien, Chief of Police

FROM: Janice English, Procurement Contracts Officer

SUBJECT: Blanket Contract Renewal for School Crossing Guard Services- B002918 with Kemp Group International Corp.

ISSUE:

The current period of the above contract, based on Bid #RFP-4516-16-JE, expires on **10/31/2019**. This contract is renewable for a one (1) year period 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: 9/19/19

To: Janice English, Procurement Services

The Chief of Police recommends the following:

☒ RENEW the contract under the same terms and conditions. The Budget Account Number to be charged is 001.204303.52/00.531170.000000.000.000 *mk*

☐ 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 \$394,095.00

By: [Signature]

Title: CHIEF OF POLICE



Blanket Purchase Order B002918

Supplier Details:

Company Kemp Group International Corporation
Contact Joe Faluade
Address 2111 SW 60 Way
Miramar, FL 33023

Submit your response to:

Company City of Hollywood, FL - Police Administration
Contact Hernandez, Valerie
Address 3250 Hollywood Blvd
Hollywood FL 33020
Phone 954-967-4375
Fax
E-mail vhernandez@hollywoodfl.org

Dear Vendor:

This is to inform you that the City of Hollywood, Florida is entering a Blanket Order with your Company based on the following:
RFP #RFP-4516-16-JE



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

Department/Office Contract Renewal Evaluation

Date: 9/19/19	
Department/Office: Police/Public Affairs	Division/Area: 204303
Contact Person: NICOLA WILLIAMS	Title: SERGEANT
Contact phone number: 954-967-4371	Contact Email: NWILLIAMS@Hollywood
Purchase Order/Blanket Purchase Order #: B002918	
Contract Expiration Date: 10/31/19	
Vendor: KEMP GROUP INTL	Contact Person: Christine Adorinokun
Contact phone number: 954-437-7244	Contact Email: kempgroupintl@aol.com
Good/Service: SERVICE	Solicitation #: B002918

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Value	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequency of Contact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsiveness to request	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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?



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

**Department/Office
Contract Renewal Evaluation**

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

☐ Yes ☒ No

If no, please explain?

I have sent back timesheets due to accuracy.

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?

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

Department/Office Director's Name: _____

Department/Office Director's Signature: CHRIS O'BRIEN 

September 17, 2019

tel: 954.921.3299
fax: 954.921.3086

Kemp Group International Corp.
Attn: Joe Faluade
2111 SW 60th Way
Miramar, Florida 33023

Dear Vendor:

Our Agreement for School Crossing Guard Services, based upon Bid #RFP-4516-16-JE, Blanket Purchase Order B002918, expires on October 31, 2019.

The Procurement Services Division would like to renew the agreement for a one (1) year renewal period under the terms and conditions utilizing Blanket Purchase Order B002918 (copy attached).


Please advise your interest in renewing this Agreement by marking the appropriate response, signing, and returning this correspondence.

If you are unable to renew this agreement, please explain reason(s) in a separate letter.

Thanks for your help with this matter and as always, please call me at 954-921-3345 if you have questions.

A response as soon as possible would be appreciated.

Sincerely,


Janice English, Procurement Contracts Officer
Procurement Services

JE/jc

I agree:  *
(Signature)

I disagree: _____
(Signature)

Name: Christina Aderinokun
(Typed or Printed)

Date: 9/19/2019

2600 Hollywood Boulevard
P.O. Box 229045
Hollywood, Florida
33022-9045
hollywoodfl.org