

Office of Procurement Services



tel: 954.921.3299  
fax: 954.921.3086

August 28, 2019

Broward Sheriff's Office  
Attn: Division Chief Thomas O'Connell  
23085 B SW 42 Street  
Fort Lauderdale, Florida 33312

Dear Mr. O'Connell:

Our Agreement for Fire Rescue Medical Supplies, Fire Equipment and Janitorial Supplies based upon the Broward Sheriff's Contract and the City's Blanket Purchase Order PA600095, expires on 10/18/19.

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 PA600095 (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,

A handwritten signature in black ink, appearing to read "Janice English".

Janice English, Procurement Contracts Officer  
Procurement Services Division

JE/jc

I agree: A large, stylized handwritten signature in blue ink, appearing to read "Thomas O'Connell".  
(Signature)

I disagree: \_\_\_\_\_  
(Signature)

Name: Thomas O'Connell  
(Typed or Printed)

Date: 9/30/19

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



**CITY OF HOLLYWOOD, FLORIDA**  
**PROCUREMENT SERVICES DIVISION**

**DATE:** August 28, 2019

**FILE:** PR-19-234

**TO:** Rodolfo Jurado, Fire Chief

**FROM:** Janice English, Procurement Contracts Officer

**SUBJECT:** Blanket Contract Renewal for Fire Rescue Medical Supplies, Fire Equipment and Janitorial Supplies – PA600095

**ISSUE:**

The current period of the above contract expires 10/18/19. The contract is renewable for one (1) additional year period 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 and the Contract Renewal Evaluation form, signed and dated.

**Date:** 09-09-2019

**To:** Janice English, Procurement Services

The Fire Chief recommends the following:

xxx ☒ **RENEW** the contract under the same terms and conditions. The Budget Account Number to be charged is 001.215101.52200.552320.000000.000.000/ 001.215101.52200.546310.000000.000.000  
001.215101.52200.552310.000000.000.000.

☐ **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).

xxx ☐ **Estimated annual usage/expenditure is** \$150,000.

**By:** Rodolfo Jurado

**Title:** Fire Chief



**CITY OF HOLLYWOOD, FLORIDA**  
**PROCUREMENT SERVICES DIVISION**

**Department/Office**  
**Contract Renewal Evaluation**

<b>Date:</b> 09-09-2019	
<b>Department/Office:</b> Fire Rescue	<b>Division/Area:</b> 215101
<b>Contact Person:</b> Alexander N. Poll	<b>Title:</b> Division Chief of Administration
<b>Contact phone number:</b> (954) 967-4248	<b>Contact Email:</b> Apoll@hollywoodfl.org
<b>Purchase Order/Blanket Purchase Order #:</b> PA600095	
<b>Contract Expiration Date:</b> 10-18-2020	
<b>Vendor:</b> Broward Sheriff's Office	<b>Contact Person:</b> M. Erdman
<b>Contact phone number:</b> (954) 327-8715	<b>Contact Email:</b> M.Erdman@sheriff.org
<b>Good/Service:</b> Medical, Fire Equipment, & Janitorial Services	<b>Solicitation #:</b>

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 checked="" type="checkbox"/>	<input 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?

N/A

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?

N/A



**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?

N/A

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?

N/A

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

N/A

Department/Office Director's Name: Fire Chief Rodolfo Jurado

Department/Office Director's Signature: \_\_\_\_\_