

TOWN OF DAVIE

TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: John George/693-8320 by Herb Hyman/797-1016

SUBJECT: Resolution

AFFECTED DISTRICT: All

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE BID FOR SCHOOL CROSSING GUARDS.

REPORT IN BRIEF: A competitive bid was conducted for providing school crossing guards to insure that the children can safely cross the street to get to school at locations designated by the Police Department. The Town sent out specifications to seventeen (17) prospective bidders. Additionally, the bid was advertised state-wide in Florida Bid Reporting and nationally in BidNet and also posted on the Town's web site. The Town received one (1) bid. The recommendation is for Kemp Group International who is the lowest responsive and responsible bidder. Kemp Group International has been providing school crossing guards to the Town for the past three (3) years. The Town has been very satisfied with the service provided by Kemp. The Town will have twenty-three (23) crossing guards and three (3) supervisors for each school day. The cost of the supervisors is included in the hourly cost of \$13.47. The initial contract period is one (1) year with options to extend the contract for two (2) additional one (1) year terms by mutual agreement of the parties. Contract extensions, if appropriate will be sent to the Town Council for approval.

PREVIOUS ACTIONS: Not applicable

CONCURRENCES: The recommended award has been reviewed by the Police Chief and the Bid Specification Committee consisting of Bill Underwood, Russell Muniz, Bruce Bernard, Mark Kutney, and Herb Hyman who concur with the decision to award to Kemp Group International.

FISCAL IMPACT:

Has request been budgeted? yes

If yes, expected cost: \$250,000.00/yr.

Account Name: Police Department-Contractual Services Account

Number 001-0525-521-0306

Additional Comments: Not applicable

RECOMMENDATION(S): Motion to approve the resolution.

Attachment(s):

Procurement Authorization

Bid Tabulation

Department Recommendation Memo

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE BID FOR SCHOOL CROSSING GUARDS.

WHEREAS, the Town is in need of school crossing guards to insure that children can safely cross the street to get to school at locations identified by the Police Department; and

WHEREAS, the Town solicited sealed bids for such crossing guards; and

WHEREAS, after review, the Town Council wishes to accept the bid from Kemp Group International.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council hereby accepts the bid from Kemp Group International to provide school crossing guards in the amount of \$13.47/guard/hr.

SECTION 2. The Town Council hereby authorizes the expenditure from the Police Department-Contractual Services Account Number 001-0525-521-0306.

SECTION 3. The initial contract term is one (1) year with options to extend the contract for two (2) additional one (1) year terms by mutual agreement of the parties. Contract extensions, if appropriate, will be sent to the Town Council for approval.

SECTION 4. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2006

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2006

TOWN OF DAVIE PROCUREMENT AUTHORIZATION

<u>ACCOUNT NUMBER:</u>	<u>BUDGET ITEM & DESCRIPTION</u>	<u>APPROXIMATE COST</u>
001-0525-521-0306	School Crossing Guards	\$ 250,000.00
<i>PD CONTRACTUAL SERVICES</i>		

METHOD OF PROCUREMENT (check the one that applies)

- Open Competitive Bidding
- Piggyback on Contract Number _____
- Sole Source
- Request For Proposals

SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED

Signed *Mark E. Taylor*
Department Head

Have Funds been Reserved Res. 34086

Date 1/24/06 Signed *[Signature]*

Signed *[Signature]*
Town Administrator

<u>BIDS SUBMITTED</u>	
VENDOR	COST
<u>KEMP GROUP INTERNATIONAL</u>	<u>\$13.47/Hr.</u>

Signed *[Signature]*
Procurement Manager

<u>BID SPECIFICATION COMMITTEE RECOMMENDATION</u>	
Vendor	Cost
<u>KEMP GROUP INTERNATIONAL</u>	<u>\$13.47/Hr.</u>

BID OPENING REPORT

BID NAME: Hand crossing guards

TIME: 2:07 pm

BID NUMBER: B-16-025

DATE: 2/16/06

ESTIMATED COST: _____

NO.	CONTRACTOR'S NAME	BID AMOUNT	COMMERCIAL RANKING
1.	Kemp Group International Corp.	\$13,472.00	
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

REMARKS

NOTE: THE ABOVE BID AMOUNTS HAVE NOT BEEN CHECKED, AND BID TOTALS ARE SUBJECT TO CORRECTION AFTER THE BIDS HAVE BEEN COMPLETELY REVIEWED.

THIS IS ONLY A FINANCIAL RANKING OF ALL THE BIDS RECEIVED. THE USING DEPARTMENT IS RESPONSIBLE FOR REVIEWING THE BIDS FOR COMPLIANCE WITH ALL THE BID SPECIFICATIONS PRIOR TO SUBMITTAL OF LETTER OF RECOMMENDATION.

PURCHASING OFFICIAL: [Signature]

DATE: 2-16-06

WITNESS: [Signature]

DATE: 2-16-06

DAVIE POLICE DEPARTMENT

MEMORANDUM

2/22/06

TO: Herb Hyman, Procurement Manager

THRU: John A. George, Chief of Police

FROM: Lori Lysfjord, Office Supervisor

DATE: February 22, 2006

SUBJECT: School Crossing Guards

Attached you will find the bid for School Crossing Guards. It is my recommendation that we continue to utilize Kemp Services, Inc. for our crossing guards. They were the only bidder and I am satisfied with all aspects of their service.

We will have 23 guards and 3 supervisors for each school day.

* * * * *

THIS PAGE
INTENTIONALLY
LEFT BLANK

* * * * *