



MEMORANDUM

To: Holly Vath, Financial Services Assistant Director

From: Alaina Knofla, Procurement Specialist

Date: November 18, 2019

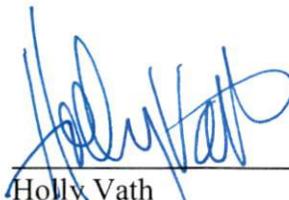
Subject: Renewal of RFQ# 2019-001, Dry Clean Uniforms

The initial renewal year of RFP #2017-164 is due to expire on November 8, 2019. This contract has a provision for renewal under the original terms, conditions and specifications for two (2) additional one (1) year terms. This will represent the third year of four possible renewal options. The contractor for this Martin County Cleaners, has agreed to this renewal.

In accordance with the City of Stuart Code of Ordinances, you have authority to award solicitations that are valued at less than \$25,000.00, where the funds for the project have been appropriated by the City Commission through the annual budgeting process and where the vendor was selected in accordance with the City Procurement Ordinance.

Please review the attached documentation and indicate by signature below your determination of agreement renewal. This renewal is effective for the period November 9, 2019 through November 8, 2020.

- Approve renewal of RFQ# 2019-001, Dry Cleaning Services with Martin County Cleaners for the first of three (3) possible renewal options.
- Recommend this bid not be renewed and the service be re-bid immediately.



Holly Vath
Financial Services Assistant Director



Date



City of Stuart

November 13, 2019

Martin County Cleaners
Attn: Josefina D'Orazio
695 Colorado Avenue
Stuart, Florida 34994

Subject: Renewal for RFQ #2019-001: Dry Clean Uniform Services

Dear Ms. D'Orazio,

This is official notification to your firm that the City of Stuart wishes to extend your current contract for Dry Cleaning Services, for the period beginning November 8, 2019 and ending on November 9, 2020 which represents the first year of two (one year) renewal options. This extension is granted under the same terms, conditions, and pricing as the original contract.

Please complete the bottom portion of this letter if your firm will agree to the requested renewal. Your response must be received **no later than 4:00 p.m., November 15, 2019**. You may fax your response to (772) 600-1202 or send by email to purchasing@ci.stuart.fl.us.

Thank you for your cooperation and immediate attention to this matter. Please contact me at (772) 288-5320, if you should have any questions.

Best Regards,

Alaina Knofla, Procurement Analyst

cc: File

I hereby attest, by signature, to Florida Statutes (F.S.) 287.135-Scrutinized Companies that Boycott Israel list, F.S. 215.4725-Engaging in commerce with Cuba or Syria, and F.S. 215.473-Scrutinized Companies with activities in the Iran Petroleum Energy Sector List; and agree to the contract renewal as specified of the subject Agreement.

I am unable to agree to the contract renewal as specified of the subject Agreement

(Signature)

Date

11/15/19

JOSEFINA D'ORAZIO

Printed Name

Title

President



City of Stuart

121 SW Flagler Avenue • Stuart • Florida 34994
Department of Financial Services
Procurement & Contracting Services Division

Alaina Knofla
Procurement Specialist
purchasing@ci.stuart.fl.us

Telephone (772) 288-5320
Fax: (772) 600-1202
www.cityofstuart.us

MEMORANDUM

To: Holly Vath, Financial Services Assistant Director
From: Alaina Knofla, Procurement Specialist
Date: September 27, 2018
Subject: Recommendation of RFQ #2019-001: Dry Cleaning Services

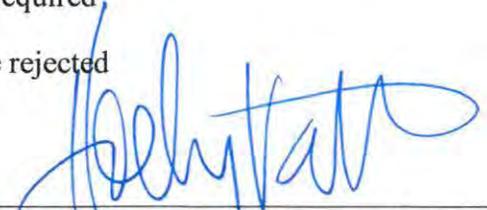
Attached are 2019 fiscal budget and the department's recommendation for the above referenced project. In accordance with the City of Stuart Code of Ordinances, you have authority to award solicitations that are valued at less than Twenty-Five Thousand and 00/100 Dollars (\$25,000.00) and where the vendor was selected in accordance with the City Procurement Ordinance.

This solicitation was disseminated to three (3) suppliers. Out of three (3) notified suppliers, two (2) responsive bids were received by 2:00 pm on the RFQ opening date, September 21, 2018. Staff has reviewed the bid and recommends award, at the unit prices specified, to the lowest responsive and responsible bidder, Martin County Cleaners for the bid amount not to exceed \$24,999.00 including options for pickup and delivery.

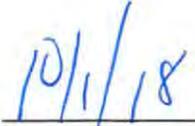
Please review the attached documentation and indicate by signature below your determination of award, request for further information or recommended rejection of all bids.

Should you have any questions or if I might be of further assistance please call me at ext. 5320 or contact me by email at purchasing@ci.stuart.fl.us.

- Award RFQ 2019-001 Dry Cleaning Services to Martin County Cleaners for the initial term effective November 9, 2018 through November 8, 2019, with two (2) - one (1) year renewals to the lowest responsive and responsible bidder in the amount not to exceed \$24,999.00.
- Further information is required.
- Recommend all bids be rejected.



Holly Vath, Financial Services Assistant Director



Date



City of Stuart

Department of Financial Services
 Procurement & Contracting Services Division
 Phone: 772-288-5320 Fax: 772-600-1202

REQUEST FOR QUOTATION - 2019-001 ANNUAL TERM CONTRACT FOR DRY CLEANING

RFQ Date: 9/13/18	RFQ No: 2019-001	Reply By: 9/21/18 @ 2:00 PM (Late Submittals May be Rejected)	Department: Police	Purchasing Contact: purchasing@ci.stuart.fl.us
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PLEASE QUOTE ON THIS FORM YOUR BEST PRICE. TERMS AND DELIVERY ON THE ITEMS SPECIFIED

VENDOR MUST BE LOCATED WITHIN 3 MILES OF 830 SE MARTIN LUTHER KING JR BLVD. THIS CONTRACT SHALL BE AWARDED FOR AN INITIAL TERM OF ONE (1) YEAR WITH TWO (2) ADDITIONAL ONE(1) YEAR RENEWAL PERIODS.

Terms: Net 45	Warranty: _____	F.O.B.: Destination	Delivery From Receipt of Order: _____ Calendar Days	Quotation Valid thru: _____
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ITEM#	DESCRIPTION	APPROX QTY	UOM	UNIT PRICE	TOTAL PRICE
1	Shirts	6,500	EA	\$ 2.30	\$ 14,950.00
2	Pants	6,500	EA	\$ 2.75	\$ 17,875.00
3	Winter Jackets	25	EA	\$ 2.55	\$ 63.75
4	Windbreakers	25	EA	\$ 2.40	\$ 60.00
5	Exterior Vest Carriers	3,900	EA	\$ 2.25	\$ 8,775.00
Total (F.O.B. Destination, Unit and Total Prices for Items 1-5)					\$ 41,723.75

OPTIONS

6	Pickup & Delivery Once a Week	1	LS	\$ 0.00	\$ 0.00
7	Pickup & Delivery Twice a Week	1	LS	\$ 0.00	\$ 0.00
Grand Total (F.O.B. Destination Unit and Total Prices to include All Services for Items 1-7)					\$ 41,723.75

The undersigned bidder certifies that this proposal is submitted in accordance with the terms, specifications and conditions noted in this request for quotation.

Federal ID # 82-1538833 Email Address: doraziojosefina@gmail.com

Firm Name: Martin County Cleaners

Address: 695 Colorado Avenue City: Stuart State: Fl Zip Code: _____

Authorized Signature:  Name & Title: Josefina D'Orazio Owner

Telephone No. 772-708-9458 772-287-1166 Fax No _____

Preferred method of payment is by the City Purchasing Card (VISA). DO YOU ACCEPT THE PURCHASING CARD (VISA)? Yes No

QUOTES MAY BE FAXED OR E-MAILED