

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☒ New
 ☐ OTR
 ☐ Sole Source
 ☐ Bid Waiver
 ☐ Emergency
 Previous Contract/Project No. IB7241-1/21
☐ Contract
☐ Re-Bid
 ☐ Other
 LIVING WAGE APPLIES: ☐ YES ☒ NO
 Requisition No./Project No.: RQID1700043
 TERM OF CONTRACT: 5 YEAR(S) WITH NA YEAR(S) OTR

Requisition /Project Title: Public Housing Answering Service

Description: To establish an answering service for inbound calls for PHCD to provide messages for all incoming maintenance calls and dispatch urgent/emergency telephone calls from tenant which occur after work hours, to include unscheduled office closures (hurricanes, storms).

Issuing Department: PHCD
 Contact Person: Colleen Johnson
 Phone: 786-469-4166
 Estimate Cost: \$150,000.00
 Funding Source: GENERAL FEDERAL OTHER
X

ANALYSIS

Commodity Codes:	<u>915-05</u>				
Contract/Project History of previous purchases three (3) years Check here <input checked="" type="checkbox"/> if this is a new contract/purchase with no previous history.					
	EXISTING	2ND YEAR	3RD YEAR		
Contractor:					
Small Business Enterprise:					
Contract Value:	\$	\$	\$		
Comments:					

Continued on another page (s): ☐ YES ☒ NO

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				

Basis of recommendation:

Signed: <u>Tonya James</u>	Date sent to SBD: <u>01/13/2017</u>
	Date returned to DPM: <u></u>

PUBLIC HOUSING ANSWERING SERVICE

Scope of Work

To provide messages for all incoming maintenance calls and dispatch urgent/emergency telephone calls from tenant which occur after work hours Monday – Thursday 5:00 PM to 8:00 AM; Friday 5 PM until Monday 8:00 AM; weekends (Saturday and Sunday 24 hours), and County observed holidays. This will include unscheduled office closures (storms, hurricanes, etc.)