

**CONTRACT AND SOLICITATION  
REQUEST FORM**

**PROJECT/CONTRACT TITLE:**

**DATE:**

Security Guard Services

04/23/2020

**PROJECT MANAGERS, CONTRACT MANAGERS, CONSULTANT:**

<b>Project Manager:</b> Major Cordell Atherley	<b>PHONE:</b> 305-460-5468	<b>EMAIL:</b> catherley@coralgables.com
<b>Contract Manager:</b> Major Cordell Atherley	<b>PHONE:</b> 305-460-5468	<b>EMAIL:</b> catherley@coralgables.com
<b>Consultant:</b> N/A	<b>PHONE:</b> N/A	<b>EMAIL:</b> N/A

**PROJECT/ CONTRACT DESCRIPTION:**

Security guard services needed citywide. Existing/current RFP expires as of September 2020 and must be re-initiated by Procurement to maintain coverage. Attachments include Project Checklist and required checklist information to initiate RFP.

**ADVISORY BOARD/COMMITTEE RECOMMENDATION(S): (If Applicable)**

Date	Board/Committee	Comments
N/A	N/A	N/A

**ENGINEERING ESTIMATE (If Applicable):** N/A

**CONTRACT FINANCIAL INFORMATION:**

Amount	Account No.	Project String	Source of Funds
\$677,120.00	001-5020-521-31-90	N/A	General Fund (FY21 budget)
\$50,000.00	001-0601-511-31-90	N/A	General Fund (FY20 PO estimate)
\$180,368.00	460-8310 8320 8340 8560-545-31-90	N/A	General Fund (FY20 PO estimate)
<b>Total:</b>		<b>Management &amp; Budget Director:</b> Keith Kleiman Digitally signed by Keith Kleiman Date: 2020.05.19 12:19:42 -04'00'	

<b>GRANT FUNDED</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>SOURCE:</b> N/A	<b>AGREEMENT NO.</b> N/A
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**SUBMITTED AND APPROVED BY:**

Submitted By:	Department Director:	Date Received By Procurement:
Krizia McGraw Digitally signed by Krizia McGraw Date: 2020.04.23 14:16:09 -04'00'	Edward J. Hudak, Jr. Digitally signed by Edward J. Hudak, Jr. Date: 2020.05.07 09:21:01 -04'00'	

**REQUIRED ATTACHMENT(S):**

1. Project Status Report
2. Special Conditions (If Applicable)
3. Desired Timeline
4. Construction Plans (If Applicable)
5. Scope of Services/Scope of Work
6. Technical Specification (If Applicable)