

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** April 1, 2016

**FROM:** Jeffrey P. Sheffel, City Attorney

**SUBJECT:** Proposed Purchase Order with AWC Incorporated for the purchase of Two Process Flow Meters For Oxygenation Trains 1 and 2 located at the Southern Regional Wastewater Treatment

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I have discussed the above Agreement with the participating Department/Office, and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Public Utilities
- 2) Type of Agreement – Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – Sole Source. Section 38.40(C)(3) of the Purchasing Code.
- 4) Term of Contract
  - a) initial – one time purchase
  - b) renewals (if any) – n/a
  - c) who exercises option to renew – n/a
- 5) Contract Amount – In an amount not to exceed \$64,400.00.
- 6) Termination rights – With or without cause.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – AWC will provide two (2) process flow meters.
- 9) City's prior experience with Vendor – yes.

**TERM SHEET CONTINUED FOR PURCHASE OF TWO PROCESS FLOW METERS**

10) Other significant provisions – n/a

cc: Wazir A. Ishmael, Ph.D., City Manager