

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** March 11, 2016

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

**SUBJECT:** Proposed Blanket Purchase Order with Supply Waterworks, LTD.

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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 – Blanket Purchase Order
  - 3) Method of Procurement (RFP, bid, etc.) – Section 38.46 of the City of Hollywood Code of Ordinances provides that the Director shall have the authority to join with other governmental entities in cooperative purchasing plans when the best interests of the city would be served thereby.
  - 4) Term of Contract
    - a) initial – Two years
    - b) renewals (if any) – Two additional one year periods
    - c) who exercises option to renew – City
  - 5) Contract Amount – \$63,287.65
  - 6) Termination Rights – Either party may terminate for cause.
  - 7) Indemnity/Insurance Requirements – Contractors shall comply with applicable City requirements.
  - 8) Scope of Services – Contractors shall provide fire hydrants to City.
  - 9) Other Significant Provisions – Competitively bid by the City of Hollywood as lead agency for the Southeast Florida Governmental Purchasing Cooperative.
- cc: Dr. Wazir Ishmael, City Manager