

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** November 21, 2017

**FROM:** Douglas R. Gonzales, City Attorney

**SUBJECT:** Proposed Purchase Order with Sherlock Tree Company, Inc. to provide tree trimming services on the Florida East Coast Railway Corridor Landscape Easement from Fillmore Street to Pembroke Road as required for safe railway traffic relating to existing trees.

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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 – Dept. of Development Services/Engineering Division
  - 2) Type of Agreement – Purchase Order
  - 3) Method of Procurement (RFP, bid, etc.) – Pursuant to Section 38.40(C)(8) of the City’s Code of Ordinances, the City Commission may, when in the best interests of the City, by a **5/7ths vote**, may waive competitive bidding and competitive proposal requirements for the purchase of, and contracts for, supplies or services.
  - 4) Term of Contract
    - a) initial – Thirty (30) days.
    - b) renewals (if any) – no.
    - c) who exercises option to renew – n/a
  - 5) Contract Amount – In an amount not to exceed \$102,628.00.
  - 6) Termination rights – Either party may terminate without cause upon 30 days advance written notice.
  - 7) Indemnity/Insurance Requirements – Standard BPO terms.
  - 8) Scope of Services – Sherlock Tree Company, Inc. will provide tree trimming services for existing trees from the Florida East Coast Railway Corridor Landscape Easement from Fillmore Street to Pembroke Road for safe railway traffic.
  - 9) Other significant provisions – n/a
- cc: Wazir A. Ishmael, Ph.D., City Manager