

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** June 18, 2018

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

**SUBJECT:** Blanket Purchase Orders with Ceres Environmental Services, Inc., DRC Emergency Services, LLC, and Bergeron Emergency Services, Inc. for emergency and response recovery services

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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 Works Department
  - 2) Type of Agreement – Blanket Purchase Orders
  - 3) Method of Procurement (RFP, bid, etc.) – RFP-4592-18-PB
  - 4) Term of Contract
    - a) initial – two years
    - b) renewals (if any) – three one year renewal options
    - c) who exercises option to renew – mutual
  - 5) Contract Amount –Cumulative amount for all three vendors is \$6,000,000.00 for two years with an annual estimated combined amount of \$3,000,000.00.
  - 6) Termination rights – Without cause upon 30 days prior written notice.
  - 7) Indemnity/Insurance Requirements – Contractor will comply with applicable City requirements. Contractors shall provide performance/payment bonds to be in effect during the hurricane season(s) annually for the duration of the contract period(s) in the total amount of \$125,000.00 (\$100,000 performance, \$25,000 payment).
  - 8) Scope of Services – All three vendors are to provide emergency and response recovery services in the event of an emergency.
  - 9) City's prior experience with Contractor (if any) – n/a
  - 10) Other significant provisions – n/a
- cc: Wazir A. Ishmael, Ph.D., City Manager