

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: December 5, 2014

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Blanket Purchase Order with National Retail Federation

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 – Community & Economic Development
 - 2) Type of Agreement – Blanket 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 **unanimous vote**, waive competitive bidding and competitive proposal requirements for the purchase of, and contracts for, supplies or services.
 - 4) Term of Contract
 - a) initial – Three years
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a.
 - 5) Contract Amount – In an amount not to exceed \$63,000.00. (Funding source is Community Block Grant Funds).
 - 6) Termination rights – Either party may terminate for cause.
 - 7) Indemnity/Insurance Requirements – Contractors shall comply with applicable City requirements.
 - 8) Scope of Services – National Retail Federation will provide the City with certification exam vouchers and course materials to be provided as sponsorships to approximately 500 low and moderate income individuals who will receive training and testing in customer service in accordance with the Hollywood Retail Academy Administrative Policy attached as Exhibit "A."
 - 9) Other significant provisions – n/a
- cc: Dr. Wazir Ishmael, City Manager