

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners                      **DATE:** October 31, 2024

**FROM:** Douglas R. Gonzales, General Counsel

**SUBJECT:** Proposed Purchase Order/Fluid Engineering

---

I have reviewed the above-referenced Purchase Order with the participating Department/Office(s), 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.) –Section 38.41(C)(2) of the City’s Procurement Code exempts sole-source goods, supplies, materials, equipment, and services, such as unique, patented, or franchised goods, supplies, materials, equipment, or services, from the competitive bid requirements if the Chief Procurement Officer determines after conducting a good faith review of available sources, that the particular supply or service is available from one source.
  - 4) Term of Contract – One time purchase
  - 5) Contract Amount – Purchase Order in an amount up to \$125,944.00.
  - 6) Termination Rights – Contractor shall comply with applicable City requirements.
  - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
  - 8) Scope of Services – Purchase Order to Fluid Engineering for two self-cleaning fluid strainers in an amount up to \$125,944.00.
  - 9) Other Significant Provisions: n/a
- cc: George R. Keller, Jr. CPPT, City Manager