

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** September 5, 2014
FROM: Jeffrey P. Sheffel, City Attorney
SUBJECT: Proposed Purchase Order with Alan Jay Fleet Sales

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
 - 2) Type of Agreement – Purchase Order
 - 3) Method of Procurement (RFP, bid, etc.) – Section 38.40 (C)(5) of the Purchasing Ordinance allows the Director to procure, without following formal procedures, all goods and services which are subject of contracts with the state, its political subdivisions, the United States government, other governmental entities, or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof, provided however, the goods and services are: (i) the subject of a price schedule negotiated by the state or the United States government, or (ii) the subject of a contract with another governmental entity or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof, which contract is based strictly on competitive bids or competitive proposals and not on any preference; and
 - 4) Term of Contract
 - a) initial – One time purchase
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – \$89,046.00 (\$29,682.00 each x 3 trucks)
 - 6) Termination Rights – Either party may terminate with cause.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Contractor shall supply the City with 3 Chevrolet Silverado Model 2500 HD 4x4 pick up trucks to replace existing trucks that has reached or surpassed its life expectancy and road worthiness due to age, condition and mechanical wear and can no longer be relied upon to perform at the required operational levels.
 - 9) Other Significant Provisions – Competitively bid by the Florida Sheriff's Association (Bid No. 12-20-0905)
- cc: Cathy Swanson-Rivenbark, City Manager