

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** March 11, 2016
FROM: Jeffrey P. Sheffel, City Attorney
SUBJECT: Proposed Purchase Order with Kassbohrer All Terrain Vehicles, Inc.

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)(3) of the City’s Purchasing Ordinance provides that, sole-source supplies and services, such as unique, patented, or franchised supplies or services, are exempt if the Director determines, after conducting a good faith review of available sources, that the particular supply or service is available from only one source.
 - 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 – \$109,768.00
 - 6) Termination Rights – Either party may terminate for cause.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Contractor shall provide one (1) 2016 Beachtech Marina Model Beach Cleaner.
 - 9) Other Significant Provisions – Manufacturer’s quote includes a full one (1) year warranty, operator and mechanical training, equipment and operator manuals, a patented raking/screening system for dry/wet sand, high floatation tires, maintenance free bearings on all rollers guaranteed for five (5) years and two (2) additional sets of tines (the part of the cleaner that rakes the sand).
- cc: Dr. Wazir Ishmael, City Manager