

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** May 5, 2014

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Blanket Purchase Order and Letter of Agreement with the South Broward Hospital District d/b/a Memorial Healthcare System for the purchase of medical supplies.

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 – Fire Rescue and Beach Safety
- 2) Type of Agreement – Blanket Purchase Order and Letter of Agreement
- 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 – 1 year commencing on 6/1/2014 through 5/31/2014
 - b) renewals (if any) – one (1) additional one (1) year term.
 - c) who exercises option to renew – mutual
- 5) Contract Amount – In an annual amount of \$120,000.00.
- 6) Termination rights – Either party may terminate without cause upon 30 days advance written notice.
- 7) Indemnity/Insurance Requirements – South Broward Hospital District shall comply with applicable City requirements to the extent permitted by law.
- 8) Scope of Services – South Broward Hospital District will supply and deliver medical supplies to the City's Fire Rescue & Beach Safety Department for use by the Fire Rescue Emergency Medical Services Personnel.
- 9) Other significant provisions – City has purchased such supplies from South Broward Hospital District for a period of more than seventeen (17) years.

cc: Cathy Swanson-Rivenbark, City Manager