

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: October 6, 2014

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Short List of Contractors

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 and Economic Development
 - 2) Type of Agreement – n/a
 - 3) Method of Procurement (RFP, bid, etc.) – RFQ-4289-11-JE
 - 4) Term of Contract
 - a) initial – 2 years
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – Estimated expenditure of \$600,000.00
 - 6) Termination Rights – The City of Hollywood reserves the right to terminate the agreement with or without cause effective thirty (30) days from date of written notice. In the event that any of the provisions of the agreement are violated by the contractor, the City of Hollywood may serve written notice upon such Proposer of its intention to immediately terminate the agreement. Such notice will state the reason(s) for termination of the agreement.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Contractor shall provide construction services in conjunction with the Department's Housing Rehabilitation and Voluntary Demolition/Relocation Programs. The services include: Repair and rehabilitation of owner- occupied dwellings on behalf of households that meet specific program guidelines and Construction of new housing to replace substandard housing on property owned by an eligible household who will occupy the new housing upon completion.
 - 9) Other Significant Provisions – n/a
- cc: Cathy Swanson-Rivenbark, City Manager