

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** August 26, 2014

**FROM:** Jeffrey P. Sheffel, City Attorney

**SUBJECT:** Proposed Blanket Purchase Order with Delta Property Maintenance, Inc. for Janitorial Services for Fire Rescue Station 74.

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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
  - 3) Method of Procurement (RFP, bid, etc.) – Pursuant to Section 38.50 - Set Aside Bid No. F-4412-14-JE and Section 38.42(A)(1).
  - 4) Term of Contract
    - a) initial – two (2) years
    - b) renewals (if any) – yes, two (2) additional one (1) year periods
    - c) who exercises option to renew – renewal is subject to vendor acceptance, satisfactory performance and determination that renewal is in the best interest of the City.
  - 5) Contract Amount – In an estimated amount of \$65,180.00 for the initial two year period.
  - 6) Termination rights – Either party may terminate for cause.
  - 7) Indemnity/Insurance Requirements – Yes.
  - 8) Scope of Services – Delta Property Maintenance, Inc. will provide Janitorial Services for Fire Station 74.
  - 9) Other significant provisions – n/a
- cc: Cathy Swanson-Rivenbark, City Manager