

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** March 27, 2017

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

**SUBJECT:** Proposed Blanket Purchase Order with Port Consolidated, Inc.

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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 – Public Works
- 2) Type of Agreement – Blanket Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – Section 38.46 of the City of Hollywood Code of Ordinances provides that the Director shall have the authority to join with other governmental entities in cooperative purchasing plans when the best interests of the city would be served thereby.
- 4) Term of Contract
  - a) initial – Three years
  - b) renewals (if any) – One two-year renewal
  - c) who exercises option to renew – Mutual agreement of the parties
- 5) Contract Amount – \$1,850,500.00
- 6) Termination Rights – City, acting through its City Manager or his/her designee, reserves the right to terminate the purchase order in whole or in part for default (a) if Contractor fails to perform in accordance with any of the requirements of the purchase order or (b) If Contractor becomes insolvent or suspends any of its operations or if any petition is filed or proceeding commenced by or against Contractor under any State or Federal Law relating to bankruptcy, reorganization, receivership or assignment for the benefit of creditors. Any such termination will be without liability to City except for completed items delivered and accepted by the City. Contractor, will be liable for excess costs of reprourement.
- 7) Indemnity/Insurance Requirements – Contractors shall comply with applicable City requirements.
- 8) Scope of Services – Contractors shall provide unleaded gasoline and diesel fuel delivered to the Central Fueling Facility for city vehicles and equipment.
- 9) Other Significant Provisions – City of Pompano beach acted as lead agency for the Southeast Florida Governmental Purchasing Cooperative.

cc: Dr. Wazir Ishmael, City Manager