

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** January 30, 2017
FROM: Jeffrey P. Sheffel, City Attorney
SUBJECT: Proposed Purchase Order with REP Services, 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 – Parks, Recreation, and Cultural Arts
 - 2) Type of Agreement – Purchase Order
 - 3) Method of Procurement (RFP, bid, etc.) – Section 38.40 (C)(5) of the Purchasing Ordinance allows the Director to procure, without following formal procedures, all goods and services which are subject of contracts with the state, its political subdivisions, the United States government, other governmental entities, or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof, provided however, the goods and services are: (i) the subject of a price schedule negotiated by the state or the United States government, or (ii) the subject of a contract with another governmental entity or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof, which contract is based strictly on competitive bids or competitive proposals and not on any preference.
 - 4) Term of Contract
 - a) initial – February 11, 2014 for a three year period
 - b) renewals (if any) – January 24, 2017 (This is first one year renewal period). Installation will take approximately 12 weeks.
 - c) who exercises option to renew – Mutual agreement of the parties.
 - 5) Contract Amount – \$62,738.52
 - 6) Termination Rights – Either party may terminate with cause.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Contractor shall provide and install playground equipment at Henry Graham Park.
 - 9) Other Significant Provisions – Competitively bid by Clay County, FL Board of County Commissioners.
- cc: Wazir Ishmael, City Manager