

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** March 11, 2016  
**FROM:** Jeffrey P. Sheffel, City Attorney  
**SUBJECT:** Proposed Blanket Purchase orders with Condo Electric Motor Repair,  
Miami Industrial Motor Repair

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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 Utilities
  - 2) Type of Agreement – Blanket Purchase Orders
  - 3) Method of Procurement (RFP, bid, etc.) – Bid Number F-4498-16-RL
  - 4) Term of Contract
    - a) initial – Two years
    - b) renewals (if any) – Two additional one-year periods
    - c) who exercises option to renew – Renewal requires agreement of both parties.
  - 5) Contract Amount –

Condo Electric Motor Repair -	\$ 40,000.00
<u>Miami Industrial Motor Repair -</u>	<u>\$ 100,000.00</u>
Total Estimated Expenditure:	\$ 140,000.00
  - 6) Termination rights – Either party may terminate with cause.
  - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
  - 8) Scope of Services – Contractors shall repair motors as a rebuild or recondition in various locations throughout the City, as directed by the Department of Public Utilities.
  - 9) Other significant provisions – n/a
- cc: Dr. Wazir Ishmael, City Manager