

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** March 27, 2014
FROM: Jeffrey P. Sheffel, City Attorney
SUBJECT: Proposed Purchase Order with Excell Caulking & Waterproofing, 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 – Public Utilities
 - 2) Type of Agreement – Purchase Order
 - 3) Method of Procurement (RFP, bid, etc.) – City Project No. 14-5108
 - 4) Term of Contract
 - a) initial – n/a
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – \$53,705.00
 - 6) Termination rights – Either party may terminate with cause.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Contractor shall provide construction services related to the MS/RO Operations Building exterior wall sealant at 3441 Hollywood Boulevard.
 - 9) Other significant provisions – n/a
- cc: Cathy Swanson-Rivenbark, City Manager