

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** April 6, 2016

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

**SUBJECT:** Purchase Order with Elite Aluminum Corporation d/b/a Elite Panel Products for the purchase of an expandable fold-out portable shelter and related equipment.

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I have discussed the above Agreement with the participating Department/Office, and the general business terms and other significant provisions, which are proposed, are as follows:

- 1) Department/Office involved – Police and the Dept. of Fire Rescue & Beach Safety
- 2) Type of Agreement – Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – **Piggyback from the General Services Administration (GSA) Contract No. GS-07F-0489y, Schedule 56...** Section 38.40(C)(5) of the City's 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- This is a one time purchase.
  - b) renewals (if any) – n/a
  - c) who exercises option to renew – n/a
- 5) Contract Amount – In an amount not to exceed \$72,454.43.
- 6) Termination rights – With or without cause with 30 days notice.
- 7) Indemnity/Insurance Requirements –Yes.
- 8) Scope of Services - Elite Aluminum will provide the City with an expandable fold-out portable shelter and related equipment (side door vestibule connector and mobilizer).
- 9) City's prior experience with Vendor (if any) – yes

Term Sheet – Purchase Order with Elite Aluminum

10) Other significant provisions – If the vendor provides the City with the equipment after the deadline of May 31, 2016, then the City will return the equipment to the Vendor at no cost and without any liability for said equipment.

cc: Wazir Ishmael, Ph.D., City Manager