

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** August 31, 2016
FROM: Jeffrey P. Sheffel, City Attorney
SUBJECT: Proposed Blanket Purchase Order with Kemp Group International Corporation for School Crossing Guard Services

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 – Police/Procurement Services
 - 2) Type of Agreement – Blanket Purchase Order
 - 3) Method of Procurement (RFP, bid, etc.) –RFP No. 4516-16-JE
 - 4) Term of Contract
 - a) initial – 3 years
 - b) renewals (if any) – two (2) additional one (1) year renewals.
 - c) who exercises option to renew – mutual
 - 5) Contract Amount – Estimated annual expenditure of \$394,095.00
 - 6) Termination rights – Either party may terminate with or without cause.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Contractor shall provide school crossing guards during the school year which includes summer session.
 - 9) Other significant provisions – n/a
- cc: Wazir A. Ishmael, Ph.D., City Manager