

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** March 7, 2019
FROM: Douglas R. Gonzales, City Attorney
SUBJECT: Proposed Purchase Order with Unimac for the purchase of 5 washers and dryers

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 – Fire Department
 - 2) Type of Agreement – Purchase Order
 - 3) Method of Procurement (RFP, bid, etc.) – Bid
 - 4) Term of Contract
 - a) initial – One time purchase.
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a.
 - 5) Contract Amount – \$115,000.00
 - 6) Termination rights – Either party may terminate for cause.
 - 7) Indemnity/Insurance Requirements – Contractor will comply with applicable City requirements.
 - 8) Scope of Services – Vendor will provide 5 Unimac washer and dryers
 - 9) City’s prior experience with Contractor (if any) – n/a
 - 10) Other significant provisions – n/a
- cc: Wazir A. Ishmael, Ph.D., City Manager