

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** November 18, 2021

**FROM:** Douglas R. Gonzales  
City Attorney

**SUBJECT:** Proposed Purchase Order with Fisher Scientific Company, LLC for the purchase of a MX908 Portable Mass Spectrometer.

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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 – Police Department
- 2) Type of Agreement – Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – **Piggyback of General Services Administration Contract Number GS-07F-100GA.** Section 38.41(C)(5) of the City’s Procurement Code allows the Chief Procurement Officer to procure, without formal solicitation procedures, all goods, supplies, materials, equipment, and services that are the 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 (“piggyback”), provided that the goods, supplies, materials, equipment, or services are the subject of a price schedule negotiated by the entities listed above and is based strictly on competitive bids, quotations, or competitive proposals and not on any preference and such utilization of other governmental entities contracts shall be permitted only during the term of the other governmental entity’s contract.
- 4) Term of Contract
  - a) initial – This Agreement will end on August 31, 2023
  - b) renewals (if any) – n/a
  - c) who exercises option to renew – n/a
- 5) Contract Amount – In an approximate amount of \$73,500.00
- 6) Termination rights – Either party may terminate for cause.
- 7) Indemnity/Insurance Requirements – Contractor will comply with applicable City requirements.
- 8) Scope of Services – The Police Department will utilize the grant funding to purchase a MX908 Portable Mass Spectrometer.

TERM SHEET FOR FISHER SCIENTIFIC COMPANY, LLC

9) Other significant provisions – n/a

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