

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** February 12, 2015

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Blanket Purchase Orders with Fisher Scientific, Municipal Emergency Services, Inc., Ten-8 Fire Equipment, Inc., and Henry Schein, Inc. for the purchase of equipment, supplies, and replacement parts

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 Rescue and Beach Safety
- 2) Type of Agreement – Blanket Purchase Orders
- 3) Method of Procurement (RFP, bid, etc.) – Bid Number F-4428-14-JE
- 4) Term of Contract
 - a) initial – Three years
 - b) renewals (if any) – Two additional one-year periods
 - c) who exercises option to renew – City
- 5) Contract Amount –

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|--|--------------------|
| Fisher Scientific - | \$ 15,000.00 |
| Municipal Emergency Services, Inc. - | \$ 20,000.00 |
| Ten-8 Fire Equipment - | \$ 20,000.00 |
| <u>Henry Schein, Inc. -</u> | <u>\$ 5,000.00</u> |
| Total Estimated ANNUAL Expenditure: | \$ 60,000.00 |
| Total Estimated TERM Expenditure (3 Years) | \$180,000.00 |
- 6) Termination rights – City may terminate with or without cause.
- 7) Indemnity/Insurance Requirements – Contractors shall comply with applicable City requirements.
- 8) Scope of Services – Contractors shall provide equipment, supplies and replacement parts to the Fire Rescue and Beach Safety Department.
- 9) Other significant provisions – The City reserved the right to accept and award item by item, and/or by group, and designate one or more contractors as the Primary or Secondary Vendor(s). In any situation where obtaining Services from the Primary Vendor(s) is not in the best interest of the City, or the vendor cannot deliver material and/or Services within twenty-four (24) hours of the date required, or on an emergency basis, staff may obtain Services from the Secondary Vendor(s).

cc: Wazir Ishmael, City Manager