

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: April 21, 2014

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Purchase Order with Don Reid Ford, Inc. for the purchase of three 2014 Ford Escape Compact SUVs

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 – Public Works Fleet Division/Code Enforcement Division
- 2) Type of Agreement – Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – **State of Florida Bid No. 071-000-4-1.** 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 – one time purchase
 - b) renewals (if any) –n/a
 - c) who exercises option to renew – n/a.
- 5) Contract Amount – In the amount of \$66,798.00
- 6) Termination rights – with or without cause
- 7) Indemnity/Insurance Requirements – Yes
- 8) Scope of Services – Don Reid Ford will provide 3 Ford SUVs.
- 9) City's prior experience with Vendor – yes.

TERM SHEET CONTINUED FOR DON REID FORD, INC.

10) Other significant provisions – n/a

cc: Cathy Swanson-Rivenbark, City Manager