

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** June 20, 2017  
**FROM:** Alan Fallik, Acting City Attorney  
**SUBJECT:** Proposed Agreement with Home Depot U.S.A., Inc. for Maintenance, Repairs, Operating Supplies, Industrial Supplies and Related Products and Services

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I have reviewed the above-captioned agreement for form and legality, and the general business terms and other significant provisions are as follows:

- 1) Department/Office involved – Financial Services
- 2) Type of Agreement – Blanket purchase order
- 3) Method of Procurement (RFP, bid, etc.) – “Piggyback” exemption
- 4) Term of Contract
  - a) initial – 4½ yrs.
  - b) renewals (if any) – One 5-yr. renewal
  - c) who exercises option to renew – Renewal requires approval of both parties.
- 5) Contract Amount – \$80,000/yr. (est.).
- 6) Termination rights – City can terminate without cause by giving 60 days’ notice.
- 7) Indemnity/Insurance Requirements – Vendor will indemnify City and provide insurance.
- 8) Scope of Services – Vendor will provide maintenance, repairs, operating supplies, industrial supplies and related products and services citywide.
- 9) City’s prior experience with Vendor – Yes.
- 10) Other significant provisions – None.

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