

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** March 16, 2015  
**FROM:** Jeffrey P. Sheffel, City Attorney  
**SUBJECT:** Proposed Agreement with Bank of America for Purchasing Card 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 – Procurement Services
- 2) Type of Agreement – Purchasing Card Services Agreement
- 3) Method of Procurement (RFP, bid, etc.) – “piggyback” exemption
- 4) Term of Contract
  - a) initial – 2 yrs.
  - b) renewals (if any) –
  - c) who exercises option to renew –
- 5) Contract Amount - \$0.00
- 6) Termination rights – For cause only.
- 7) Indemnity/Insurance Requirements – Vendor indemnifies City and provides insurance.
- 8) Scope of Services – Vendor provides purchasing card services to City.
- 9) City’s prior experience with Vendor –Yes.
- 10) Other significant provisions – City Manager, with the agreement of the Vendor, extended the agreement for 90 days in accordance with the authority granted to him by the Purchasing Ordinance. This agreement will extend it another 90 days.

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