

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** March 30, 2015

**FROM:** Jeffrey P. Sheffel, City Attorney

**SUBJECT:** Proposed Purchase Order with Condo Electric Motor Repair

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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 – Public Utilities
  - 2) Type of Agreement – Purchase Order
  - 3) Method of Procurement (RFP, bid, etc.) – Section 38.40 (C)(5) of the 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 – Two year period
    - b) renewals (if any) – Two additional one year periods (First renewal period)
    - c) who exercises option to renew – n/a
  - 5) Contract Amount – \$145,000.00
  - 6) Termination rights – Either party may terminate with cause.
  - 7) Indemnity/Insurance Requirements – Contractor shall comply with all City requirements.
  - 8) Scope of Services – Contractor shall perform repairs and service for various large well pumps and motors such as high service pumps and motors, RO/MS train pumps and motors as well as submersible pumps that includes the motor and pump as one assembly and all other miscellaneous pumping equipment located Citywide and the repairs shall be classified as a rebuild, reconditioning or a replacement.
  - 9) Other significant provisions – Competitively bid by the City of Sunrise, FL Bid Number 12(27)12-13-12-19H
- cc: Wazir Ishmael, City Manager