

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** January 21, 2014

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

**SUBJECT:** Proposed Blanket Purchase Order to renew the agreement with Unifirst Corporation for uniform rental services and the provision of bath towels, wash cloths and walk off mats

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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 – Procurement Services on behalf of Public Works, Public Utilities and Fire Rescue and Beach Safety
  - 2) Type of Agreement – Renewal of Blanket Purchase Order
  - 3) Method of Procurement (RFP, bid, etc.) – Bid Number F-4300-12-RD
  - 4) Term of Contract
    - a) initial – Two years
    - b) renewals (if any) – Two additional two-year periods. **This is the first renewal.**
    - c) who exercises option to renew – mutual
  - 5) Contract Amount – \$60,000.00.
  - 6) Termination rights – Either party may terminate for cause.
  - 7) Indemnity/Insurance Requirements – Contractor will comply with applicable City requirements.
  - 8) Scope of Services – Contractor to provide uniforms as well as bath towels, wash cloths and walk off mats.
  - 9) City's prior experience with Contractor (if any) – Yes.
  - 10) Other significant provisions – n/a
- cc: Cathy Swanson-Rivenbark, City Manager