

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** July 22, 2019

**FROM:** Douglas R. Gonzales, City Attorney

**SUBJECT:** Proposed Purchase Order with Arroyo Process Equipment, Inc. for the purchase of one Ovivo C40P1 Dorr-Oliver Detritor Drive Unit for replacement of a drive assembly for Grit Clarifier #1.

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I have reviewed the above referenced Agreement with the participating Department/Office(s), and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Dept. of Public Utilities
  - 2) Type of Agreement – Purchase Order
  - 3) Method of Procurement (RFP, bid, etc.) – **Sole Source.** Section 38.40(C)(3) of the City’s Purchasing Ordinance provides that, sole-source supplies and services, such as unique, patented, or franchised supplies or services, are exempt if the Director determines, after conducting a good faith review of available sources, that the particular supply or service is available from only one source.
  - 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 \$205,600.00.
  - 6) Termination Rights – with or without cause.
  - 7) Indemnity/Insurance Requirements – Yes.
  - 8) Scope of Services – Vendor will deliver the replacement drive assembly for Grit Clarifier #1.
  - 9) Other Significant Provisions: Vendor provides warranty.
- cc: Dr. Wazir Ishmael, City Manager