

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** March 22, 2016

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Blanket Purchase Order with Russell Life Skills and Reading Foundation

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 – Parks, Recreation and Cultural Arts
 - 2) Type of Agreement – Contract
 - 3) Method of Procurement (RFP, bid, etc.) – Bid RFP No. 4445-15-IS-B
 - 4) Term of Contract
 - a) initial – One year
 - b) renewals (if any) – One one-year optional renewal
 - c) who exercises option to renew – City
 - 5) Contract Amount – \$126,252 total (\$68,796.00 previously approved via Resolution R-2015-144 plus an additional \$57,456.00)
 - 6) Termination Rights – Either party may terminate with cause.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Contractor shall provide tutoring services for approximately five hundred (500) low income students during the Summer Camp and homework assistance for approximately seventy-five (75) low income students in Kindergarten through fifth grade at school aftercare.
 - 9) Other Significant Provisions – Additional funds will cover services through September 30, 2016.
- cc: Dr. Wazir Ishmael, City Manager