

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** June 12, 2014

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Blanket Purchase Order with MacMillan Oil Company for the purchase of Unleaded Gasoline and Diesel Fuel for the Central Fueling Facility and Diesel Fuel for the Hollywood Marina

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 Works/Public Utilities/Parks, Recreation and Cultural Arts
 - 2) Type of Agreement – Blanket Purchase Order
 - 3) Method of Procurement (RFP, bid, etc.) – **Section 38.46 (Southeast Florida Governmental Purchasing Cooperative – Lead Agency City of Coral Springs: RFP 14-A-035).**
 - 4) Term of Contract
 - a) initial – July 1, 2014 through March 31, 2017
 - b) renewals (if any) – two (2) additional two (2) year renewals.
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – \$1,960,000.00
 - 6) Termination rights – Either party may terminate for cause and default. City may termination for convenience.
 - 7) Indemnity/Insurance Requirements – Contractor to comply with applicable RFP Coop requirements.
 - 8) Scope of Services – Contractor to provide gasoline and diesel fuel
 - 9) Other significant provisions – n/a
- cc: Cathy Swanson-Rivenbark, City Manager