

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

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

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Blanket Purchase Order with Weed-A-Way, Inc. to provide lot clearing and Tractor Mowing Services on non-maintained improved properties and vacant lots within the City.

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 – Police/Code Compliance Division
 - 2) Type of Agreement – Blanket Purchase Order
 - 3) Method of Procurement (RFP, bid, etc.) – Bid Number F-4383-14-JE
 - 4) Term of Contract
 - a) initial – one year
 - b) renewals (if any) – Two additional 2 year periods.
 - c) who exercises option to renew – Mutual agreement of the parties.
 - 5) Contract Amount – Estimated annual amount of \$127,635.00.
 - 6) Termination rights – Either party may terminate for cause.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Lot clearing and tractor mowing services
 - 9) Other significant provisions – n/a
- cc: Cathy Swanson-Rivenbark, City Manager