

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: June 2, 2016

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Blanket Purchase Order with East Coast Mulch Corp.

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 Utilities
 - 2) Type of Agreement – Blanket Purchase Order
 - 3) Method of Procurement (RFP, bid, etc.) – Section 38.46 of the City of Hollywood Code of Ordinances provides that the Director shall have the authority to join with other governmental entities in cooperative purchasing plans when the best interests of the city would be served thereby.
 - 4) Term of Contract
 - a) initial – One year
 - b) renewals (if any) – Two additional one year periods
 - c) who exercises option to renew – Mutual agreement of the parties
 - 5) Contract Amount – \$75,000.00
 - 6) Termination Rights – Either party may terminate for cause.
 - 7) Indemnity/Insurance Requirements – Contractors shall comply with applicable City requirements.
 - 8) Scope of Services – Contractors shall provide various mulch products (bagged and bulk) for use at various locations throughout the City.
 - 9) Other Significant Provisions – Competitively bid by the City of Pompano Beach as lead agency for the Southeast Florida Governmental Purchasing Cooperative
- cc: Wazir Ishmael, City Manager