

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** June 27, 2014

**FROM:** Jeffrey P. Sheffel, City Attorney

**SUBJECT:** Proposed Purchase Order with Alan Jay Chevrolet, Inc. for the purchase of four (4) 2015 Chevrolet Silverado Pick-Up Trucks for the Beach Maintenance Division.

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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
- 2) Type of Agreement – Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – **Piggyback: Florida Sheriff Association Bid Nos. 12-20-0905 and 12-10-0905.** Section 38.40(C)(5) of the City's Purchasing Ordinance allows the Director to procure, without following formal procedures, all goods and services which are subject of contracts with the state, its political subdivisions, the United States government, other governmental entities, or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof, provided however, the goods and services are: (i) the subject of a price schedule negotiated by the state or the United States government, or (ii) the subject of a contract with another governmental entity or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof, which contract is based strictly on competitive bids or competitive proposals and not on any preference.
- 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 – Total Contract cost is \$118,728.00
- 6) Termination rights – With or without cause.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – Contractor shall provide the required vehicles.
- 9) City's prior experience with Vendor – Yes.

**TERM SHEET CONTINUED FOR ALAN JAY CHEVROLET, INC. PURCHASE  
OF VEHICLES FOR BEACH MAINTENANCE DIVISION**

10) Other significant provisions – n/a

cc: Cathy Swanson-Rivenbark, City Manager