

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** August 7, 2015

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Blanket Purchase Order with Ramar Enterprises of Broward, Inc. d/b/a L&L Distributors

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 – Fire Rescue & Beach Safety and the Fleet Maintenance Division of the Department of Public Works
 - 2) Type of Agreement – Blanket Purchase Order
 - 3) Method of Procurement (RFP, bid, etc.) – Section 38.46 of the Purchasing Ordinance 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 – Five years
 - b) renewals (if any) – One additional five-year term
 - c) who exercises option to renew – City
 - 5) Contract Amount – \$65,000.00 (\$30,000.00 for Fire Rescue & Beach Safety and \$35,000.00 for the Department of Public Works)
 - 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 supply vehicle and truck parts, accessories and supplies.
 - 9) Other Significant Provisions – Competitively bid by the Broward County School Board
- cc: Wazir Ishmael, City Manager