

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** April 19, 2022

**FROM:** Douglas R. Gonzales, City Attorney

**SUBJECT:** Proposed Ratification of City Manager's Approval of the issuance of a Purchase Order with Southeastern Engineering Contractors, Inc. for emergency replacement of the force main downstream of sewer lift station E-4.

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I have reviewed the above referenced Agreement with the participating Department/Office(s), and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Dept. of Public Utilities
  - 2) Type of Agreement – Purchase Order
  - 3) Method of Procurement (RFP, bid, etc.) – Section 38.41(C)(1) of the Procurement Code (“Emergency Purchase”)
  - 4) Term of Contract:
    - a) initial - one month
    - b) renewals (if any) – n/a
    - c) who exercises option to renew – n/a
  - 5) Contract Amount – Lump sum amount of \$283,992.00.
  - 6) Termination Rights – Yes.
  - 7) Indemnity/Insurance Requirements – Yes.
  - 8) Scope of Services – Southeastern Engineering Contractors, Inc. will provide emergency replacement construction services of the force main downstream of sewer lift station E-4, which involves the replacement of approximately 700 linear feet of a 10-inch ductile iron force main.
  - 9) Other Significant Provisions: n/a
- cc: Dr. Wazir Ishmael, City Manager