

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** November 22, 2016

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

**SUBJECT:** Proposed Agreement with Sun Up Enterprises, Inc. for Monroe Terrace Sewer Expansion

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I have reviewed the above-captioned agreement for form and legality, and the general business terms and other significant provisions are as follows:

- 1) Department/Office involved – Public Utilities
- 2) Type of Agreement – Construction Agreement
- 3) Method of Procurement (RFP, bid, etc.) – Bid
- 4) Term of Contract
  - a) initial – Estimate completion 60 days from Notice to Proceed
  - b) renewals (if any) –
  - c) who exercises option to renew –
- 5) Contract Amount – \$168,565.50
- 6) Termination rights – City can terminate without cause by giving 7 days' notice.
- 7) Indemnity/Insurance Requirements – Vendor will indemnify City and provide insurance.
- 8) Scope of Services – Vendor will construct the Monroe Terrace Sewer Expansion..
- 9) City's prior experience with Vendor – None.
- 10) Other significant provisions – None.

cc: Wazir A. Ishmael, Ph.D., City Manager