

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** April 14, 2016
FROM: Jeffrey P. Sheffel, City Attorney
SUBJECT: Proposed Pre-qualifying Vendors for Body Work, Collision Damage Repair, and Painting Services.

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.) – RFQ-4496-16-RD
 - 4) Term of Contract
 - a) initial – Two year period
 - b) renewals (if any) – Two additional two-year renewals
 - c) who exercises option to renew – Mutual agreement of the parties
 - 5) Contract Amount – \$130,000 Estimated Annual Cost
 - 6) Termination Rights – Either party may terminate cause.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Contractor shall provide body work, collision damage repair, and painting services.
 - 9) Other Significant Provisions – n/a
- cc: Dr. Wazir Ishmael, City Manager