

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: May 27, 2014

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Blanket Purchase Order with Lawn Wizard USA, Inc.

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 – Blanket Purchase Order
 - 3) Method of Procurement (RFP, bid, etc.) – Bid NO. F-4392-RD
 - 4) Term of Contract
 - a) initial – Two years
 - b) renewals (if any) – Two additional two-year periods
 - c) who exercises option to renew – City
 - 5) Contract Amount – \$122,275.00
 - 6) Termination Rights – Either party may terminate with cause. City may terminate without cause.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Contractor shall provide tree trimming, pruning, removal and stump grinding in various locations throughout the city.
 - 9) Other Significant Provisions – n/a
- cc: Cathy Swanson-Rivenbark, City Manager