

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: May 31, 2018

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Contract with Full Cover Roofing Systems, 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 – Contract
 - 3) Method of Procurement (RFP, bid, etc.) – Bid
 - 4) Term of Contract
 - a) initial – 60 calendar days
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – \$44,200.00
 - 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 replace the roof at David Park Tennis Center.
 - 9) Other Significant Provisions – n/a
- cc: Dr. Wazir Ishmael, City Manager