

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** October 4, 2016
FROM: Jeffrey P. Sheffel, City Attorney
SUBJECT: Proposed Authorization to Proceed for Work Order No. H&S 16-02 with Hazen and Sawyer, P.C.

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 Utilities
 - 2) Type of Agreement – Existing Professional Services Contract
 - 3) Method of Procurement (RFP, bid, etc.) – n/a
 - 4) Term of Contract
 - a) initial – Estimated time for completion is four (4) months.
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – \$45,529.00
 - 6) Termination rights – Either party may terminate for cause. City may terminate for convenience.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Contractor shall replace clarifier center assemblies, drive motors, seals, rake blades, skimmer arms, scum scrapers, and upgrade clarifier alarm/control system.
 - 9) Other significant provisions – n/a
- cc: Dr. Wazir Ishmael, City Manager