

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** October 24, 2014

FROM: Jeffrey P. Sheffel
City Attorney

SUBJECT: Proposed Agreement with AirSep Process and Controls, LLC for Emergency Repairs to the Cryogenic Plant Coldbox at the Wastewater Treatment Plant

I have discussed the above Agreement with the participating Department/Office, and the general business terms and other significant provisions which are proposed are as follows:

- 1) Department/Office involved – Public Utilities
- 2) Type of Agreement – Emergency purchase order
- 3) Method of Procurement (RFP, bid, etc.) – "Emergency purchases" exemption
- 4) Term of Contract
 - a) initial – 5 working days.
 - b) renewals (if any) -
 - c) who exercises option to renew -
- 5) Contract Amount - \$146,806.00
- 6) Termination rights – For cause only.
- 7) Indemnity/Insurance Requirements – Vendor will provide insurance.
- 8) Scope of Services – Vendor will make emergency repairs to the Cryogenic Plant coldbox at the Wastewater Treatment Plant.
- 9) Other significant provisions - None.

cc: Cathy Swanson-Rivenbark, City Manager