

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** November 7, 2019

**FROM:** Douglas R. Gonzales, City Attorney

**SUBJECT:** Proposed Blanket Purchase Order with A to Z Metal Fabrication, Inc. for metal fabrication and welding services.

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I have reviewed the above referenced Agreement with the participating Department/Office(s), and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Dept. of Public Utilities
  - 2) Type of Agreement – Blanket Purchase Order
  - 3) Method of Procurement (RFP, bid, etc.) – Solicitation Number F-4623-19-RL
  - 4) Term of Contract:
    - a) initial – three years
    - b) renewals (if any) – yes, two additional one year terms.
    - c) who exercises option to renew – n/a.
  - 5) Contract Amount – Estimated annual amount of \$518,250.00 this includes parts and materials.
  - 6) Termination Rights – with or without cause
  - 7) Indemnity/Insurance Requirements – yes.
  - 8) Scope of Services – Vendor will provide metal fabrication and welding services.
  - 9) Other Significant Provisions: n/a
- cc: Dr. Wazir Ishmael, City Manager