

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** September 4, 2014

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Blanket Purchase Order with the Broward Sheriff's Office ("BSO") for the purchase of medical and janitorial supplies.

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 – Fire Rescue and Beach Safety
 - 2) Type of Agreement – Blanket Purchase Order
 - 3) Method of Procurement (RFP, bid, etc.) – Pursuant to Section 38.40(C)(8) of the City's Code of Ordinances, the City Commission may, when in the best interests of the City, by a **unanimous vote**, waive competitive bidding and competitive proposal requirements for the purchase of, and contracts for, supplies or services.
 - 4) Term of Contract
 - a) initial – as needed basis
 - b) renewals (if any) – none
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – In an estimated amount of \$65,000.00.
 - 6) Termination rights – Either party may terminate for cause.
 - 7) Indemnity/Insurance Requirements – City is required to execute a Release and Waiver of Liability form wherein the City assumes the risks associated with the procurement, use, maintenance or storage of the supplies and/or the maintenance and repair services for its fire and rescue equipment..
 - 8) Scope of Services – BSO will supply the City with medical and janitorial supplies "as is."
 - 9) Other significant provisions – n/a
- cc: Cathy Swanson-Rivenbark, City Manager