

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: September 8, 2014

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Purchase Order with Environmental Products of Florida

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 – Department of Public Utilities
 - 2) Type of Agreement – Proposed Purchase Order
 - 3) Method of Procurement (RFP, bid, etc.) – Section 38.40 (C)(5) of the Purchasing Ordinance allows the Director to procure, without following formal procedures, all goods and services which are subject of contracts with the state, its political subdivisions, the United States government, other governmental entities, or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof, provided however, the goods and services are: (i) the subject of a price schedule negotiated by the state or the United States government, or (ii) the subject of a contract with another governmental entity or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof, which contract is based strictly on competitive bids or competitive proposals and not on any preference; and
 - 4) Term of Contract
 - a) initial – One time purchase
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – \$249,775.03
 - 6) Termination Rights – Either party may terminate with cause. Non-breaching party shall issue a warning letter to breaching party outlining the violations and providing ten days to correct the problem. A letter of intent to cancel the contract may be sent 50 days after the cure period.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Contractor shall provide the City with a 2014 Rovver X SAT Complete System and Sprinter Van with Turbo Diesel (or Sanitary Sewer Inspection System) to keep track with the continuous inspections of the city wide underground sanitary sewer system.
 - 9) Other Significant Provisions – Competitively bid by the National Joint Powers Alliance (NJPA) RFP No. 022014
- cc: Cathy Swanson-Rivenbark, City Manager