

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** October 12, 2016

**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 and Release and Waiver of Liability.

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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 5/7ths affirmative vote, waive competitive bidding and competitive proposal requirements for the purchase of, and contracts for, supplies or services.
  - 4) Term of Contract
    - a) initial – for a one (1) year period.
    - b) renewals (if any) – none
    - c) who exercises option to renew – n/a
  - 5) Contract Amount – In an estimated amount of \$140,000.00.
  - 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: Wazir A. Ishmael, Ph.D., City Manager