

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** June 20, 2017
FROM: Alan Fallik, Acting City Attorney
SUBJECT: Proposed Agreement with W.W. Grainger, Inc. for Facilities Maintenance, Repair and Operating Supplies

I have reviewed the above-captioned agreement for form and legality, and the general business terms and other significant provisions are as follows:

- 1) Department/Office involved – Financial Services
- 2) Type of Agreement – Blanket purchase order
- 3) Method of Procurement (RFP, bid, etc.) – “Piggyback” exemption
- 4) Term of Contract
 - a) initial – 16 mths
 - b) renewals (if any) –
 - c) who exercises option to renew –
- 5) Contract Amount – \$135,000/yr. (est.).
- 6) Termination rights – City can terminate without cause by giving 60 days’ notice.
- 7) Indemnity/Insurance Requirements – Vendor will provide insurance.
- 8) Scope of Services – Vendor will provide facilities maintenance, repairs and operating supplies citywide.
- 9) City’s prior experience with Vendor – None.
- 10) Other significant provisions – None.

cc: Wazir A. Ishmael, Ph.D., City Manager