

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** May 19, 2026
FROM: Damaris Henlon, City Attorney
SUBJECT: Proposed Master Services Agreement with Genuine Parts Company
d/b/a NAPA Auto Parts

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 – Public Works
- 2) Type of Agreement – Master Services Agreement
- 3) Method of Procurement (RFP, bid, etc.) – Section 38.41 (C)(5) of the Code of Ordinances allows the Chief Procurement Officer to procure, without following formal solicitation procedures, all goods, supplies, materials, equipment, and services that are the 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 ("piggyback"), provided that the goods, supplies, materials, equipment, or services are the subject of a price schedule negotiated by the entities listed above and is based strictly on competitive bids, quotations, or competitive proposals and not on any preference; utilization of other governmental entities' contracts shall be permitted only during the term of the other governmental entity's contract.
- 4) Term of Contract:
 - a) initial – June 3, 2026 through January 10, 2029
 - b) renewals (if any) – three additional one-year renewals
 - c) who exercises option to renew – mutual agreement of the parties
- 5) Contract Amount – Up to \$350,000.00
- 6) Termination Rights – The City, at its sole discretion, reserves the right to terminate this Agreement with or without cause immediately upon providing ten (10) days written notice to Contractor. Likewise, Contractor, at its sole discretion, reserves the right to terminate this Agreement with or without cause immediately upon providing sixty (60) days written notice to the City.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.

8) Scope of Services – Contractor shall provide aftermarket vehicle parts, supplies and accessories necessary to maintain the City's fleet vehicles for Police, Fire Rescue, and General Services.

9) Other Significant Provisions: Competitively bid by Sourcewell through RFP #100124.

cc: Raelin Storey, City Manager