

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** May 17, 2016

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Short List of Pre-Qualified General Contractors to competitively bid on the Projects specified in the Pre-Qualification Request for the construction of public safety/capital improvement projects.

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 – Public Works
 - 2) Type of Agreement – None
 - 3) Method of Procurement (RFP, bid, etc.) – RFQ No. 4511-16-RD
 - 4) Term of Contract
 - a) initial – n/a
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – none
 - 6) Termination rights – none
 - 7) Indemnity/Insurance Requirements – Yes.
 - 8) Scope of Services – The City is establishing a list of seven (7) pre-qualified general contractors who may competitively bid on the Public Safety/Capital Improvement Projects set forth in RFQ No. 4511-16-RD.
 - 9) Other significant provisions – n/a
- cc: Wazir A.Ishmael, Ph.D., City Manager