

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** February 25, 2019

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Blanket Purchase Orders Amongst J. Gomez & Sons Corp. (Primary Contractor); Visualscape, Inc, (Secondary Contractor); and Superior Landscaping & Lawn Service, Inc. (Tertiary) on a rotational basis for tree supply, relocation and city-wide installation services.

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 – Blanket Purchase Orders
 - 3) Method of Procurement (RFP, bid, etc.) – **Best Interest. Section 38.40(C)(8) of the Purchasing Ordinance requires a 5/7ths vote.**
 - 4) Term of Contract
 - a) initial – two years
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – A combined contract amount not to exceed \$300,000.00.
 - 6) Termination Rights – Either party may terminate with cause.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services - On a rotational basis, each of the contractors will provide tree supply, relocation and installation services connected to the city-wide landscape improvement capital improvement projects.
 - 9) Other Significant Provisions – n/a
- cc: Wazir Ishmael, Ph.D. City Manager