

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** June 22, 2023

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Contract with Southeastern Engineering Contractors, Inc. and issuance of Purchase Order in an amount up to \$200,495.00 for construction services related to the McKinley Street Interceptor Ventilation and Tyler Street Conflict Box Revision Project

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 Utilities
- 2) Type of Agreement – Professional Service Contract and Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – Invitation for Bid No. IFB-057-23-JJ was electronically advertised on OpenGov in accordance with Section 38.43(A) of the Procurement Code. Department and Office of Procurement Services staff thoroughly evaluated the submitted bid in accordance with Section 38.43(F) of the City’s Procurement Code, and after the evaluation, Southeastern Engineering Contractors, Inc. was determined to be the only responsive and responsible bidder
- 4) Term of Contract:
 - a) initial – one time purchase
 - b) renewals (if any) –
 - c) who exercises option to renew –
- 5) Contract Amount – \$200,495.00
- 6) Termination Rights – City, acting through its City Manager or his/her designee, reserves the right to terminate the Contract and Purchase Order for cause or convenience.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – Contractor to provide construction services to install odor and air release control vent piping to resolve odor problem in the neighborhood.
- 9) Other Significant Provisions: None

cc: George R. Keller, Jr. CPPT, City Manager