

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** August 9, 2023

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Approval of Purchase Order to Environmental Products Group, Inc. for the provision of maintenance, repairs, and parts for four Vactor Trucks and one TV Truck in an amount up to \$200,000.00

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 – Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – Section 38.40(C)(2) of the City’s Purchasing Ordinance provides that, sole-source supplies and services, such as unique, patented, or franchised supplies or services, are exempt if the Chief Procurement Officer determines, after conducting a good faith review of available sources, that the particular supply or service is available from only one source.
- 4) Term of Contract:
 - a) initial – October 1, 2023 through September 30, 2024
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
- 5) Contract Amount – \$200,000.00
- 6) Termination Rights – Either party may terminate for cause.
- 7) Indemnity/Insurance Requirements – Seller shall indemnify, hold harmless and defend Buyer, its officers, employees and agents from and against any and all claims, damages, liability, judgments or causes of action, including costs, expenses and attorney fees, incurred as a result of any error, omission or negligent act by the Seller, its officers, employees, agents, subcontractors or assignees arising out of this order.
- 8) Scope of Services – Purchase Parts, maintenance, and repair services for specialized vehicles
- 9) Other Significant Provisions: None

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