

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** May 11, 2016

**FROM:** Jeffrey P. Sheffel, City Attorney

**SUBJECT:** Proposed Purchase Order with Advanced Modular Structures, Inc.

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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 – Purchase Order
  - 3) Method of Procurement (RFP, bid, etc.) – Bid No. F-4506-16-RD
  - 4) Term of Contract
    - a) initial – One time purchase
    - b) renewals (if any) – n/a
    - c) who exercises option to renew – n/a
  - 5) Contract Amount – \$ 108,920.00
  - 6) Termination Rights – Either party may terminate with cause.
  - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
  - 8) Scope of Services – Contractor shall supply and install a Modular Double Wide Unit to be utilized as an office, break room and shower room space for the Beach Maintenance Division which is being relocated to the Hollywood Bridge Parking Lot.
  - 9) Other Significant Provisions – n/a
- cc: Dr. Wazir Ishmael, City Manager