

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** August 15, 2016
FROM: Jeffrey P. Sheffel, City Attorney
SUBJECT: Proposed Blanket Purchase Order with Flamingo Oil Corporation d/b/a Flamingo Oil Company

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 – Procurement Services on behalf of various City Departments, Divisions and Offices
 - 2) Type of Agreement – Blanket Purchase Order
 - 3) Method of Procurement (RFP, bid, etc.) – Section 38.46 of the City of Hollywood Code of Ordinances provides that the Director shall have the authority to join with other governmental entities in cooperative purchasing plans when the best interests of the city would be served thereby.
 - 4) Term of Contract
 - a) initial – Three year term
 - b) renewals (if any) – Two additional one-year renewal options
 - c) who exercises option to renew – Mutual agreement of the parties
 - 5) Contract Amount – \$88,000.00 Estimated annual expenditure
 - 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 provide automotive oils, lubricants and greases to various City Departments, Divisions and Offices.
 - 9) Other Significant Provisions – Competitively bid by the Southeast Florida Governmental Cooperative Purchasing Group (Bid No. 546382)
- cc: Wazir Ishmael, City Manager