

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** January 31, 2014  
**FROM:** Jeffrey P. Sheffel, City Attorney  
**SUBJECT:** Proposed Blanket Purchase Order with Regions Security Services, 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 – Police, Public Utilities, Parking and Intergovernmental Affairs and Parks, Recreation and Cultural Arts
  - 2) Type of Agreement – Blanket Purchase Order
  - 3) Method of Procurement (RFP, bid, etc.) – Bid No. F-4264-RD
  - 4) Term of Contract
    - a) initial – Two year agreement
    - b) renewals (if any) – Three additional one year terms (This is first renewal)
    - c) who exercises option to renew – City
  - 5) Contract Amount – \$231,000.00
  - 6) Termination rights – City may terminate with or without cause.
  - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
  - 8) Scope of Services – Contractor shall provide armed and unarmed security services to Police, Public Utilities, Parking and Intergovernmental Affairs and Parks, Recreation and Cultural Arts
  - 9) Other significant provisions – n/a
- cc: Cathy Swanson-Rivenbark, City Manager