

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** February 4, 2016
FROM: Jeffrey P. Sheffel, City Attorney
SUBJECT: Proposed Purchase Order with N.D.R. Maintenance Service, Inc.

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-4459-15-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 – \$74,928.00
 - 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 remove the existing column bar fence and supply and install a new column bar fence and gates at the Dr. Martin Luther King Junior Community Center.
 - 9) Other Significant Provisions – n/a
- cc: Dr. Wazir Ishmael, City Manager