CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM

TO: Mayor and Commissioners   **DATE:** June 16, 2016

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Blanket Purchase Orders renewing Agreement with 3 vendors for Emergency Debris Removal from limited spaces and gated communities: 1) Arbor Tree & Land, Inc., 2) Ceres Environmental Services, Inc., and 3) Crowder Gulf Joint Venture, 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 – Blanket Purchase Orders

3)   Method of Procurement (RFP, bid, etc.) – RFP No. 4360-13-IS

4)   Term of Contract
a) initial – One year
b) renewals (if any) – Four additional one year periods (This is third renewal period)
c) who exercises option to renew – Mutual agreement of the parties

5)   Contract Amount – $2,000,000.00 (total)
BPO Amount - $25,000.00 (each)

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 the following products and services but are not an exhaustive list: 1. Debris clean-up, all types including construction and hazardous tree debris; as well as post-hurricane/tornado/thunderstorms; 2. Fence repairs, including the installation of temporary fencing; 3. Tree trimming, cutting, removal and stump grinding. The contractor shall provide technical guidance and consultation before, during and after the disaster event, shall provide administrative support, on site management staff to work with City Officials and field supervisors, and provide all necessary operators, drivers, laborers along with appropriate vehicles, equipment, fuel, food and water to be self-sustaining, and hand tools to ensure a successful recovery operation.

9)   Other Significant Provisions – n/a

cc: Dr. Wazir Ishmael, City Manager