

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** February 18, 2014

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Blanket Purchase Order with Ferguson Enterprises, Inc. for the supply of fire hydrants

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 Utilities
 - 2) Type of Agreement – Blanket Purchase Order
 - 3) Method of Procurement (RFP, bid, etc.) – Bid Number F-4347-13-JE (City acted as lead agency of the South Florida Governmental Cooperative Purchasing Group, per Section 38.46 of the City of Hollywood Purchasing Code which 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 – One year period
 - b) renewals (if any) – Two additional one-year periods (This is first renewal)
 - c) who exercises option to renew – City
 - 5) Contract Amount – \$60,000.00
 - 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 supply fire hydrants for use by the City's Underground Utilities Division of the Department of Public Utilities.
 - 9) Other significant provisions – n/a
- cc: Cathy Swanson-Rivenbark, City Manager