

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** December 16, 2015
FROM: Jeffrey P. Sheffel, City Attorney
SUBJECT: Proposed Blanket Purchase Orders with BTS Land Services, Corp.,
Raydel Landscaping Corp., and EDJ 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 – Blanket Purchase Order
 - 3) Method of Procurement (RFP, bid, etc.) – RFP-4443-15-RD
 - 4) Term of Contract
 - a) initial – Two year period
 - b) renewals (if any) – Two additional two-year term
 - c) who exercises option to renew – City
 - 5) Contract Amount – \$130,000.00
 - 6) Termination Rights – Either party may terminate with cause.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Contractors shall provide all labor and equipment for City-wide tree trimming, pruning, removal, and stump grinding, including disposal.
 - 9) Other Significant Provisions – n/a
- cc: Wazir Ishmael, City Manager