## CITY OF HOLLYWOOD INTEROFFICE MEMORANDUM

**TO:** Mayor and Commissioners **DATE:** October 18, 2025

**FROM:** Damaris Henlon, City Attorney

**SUBJECT:** Proposed Purchase Order to MBF Industries, Inc. for Mobile Command

Vehicle Upfitting

I have discussed the above Agreement with the participating Department/Office,

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
- 2) Type of Agreement –Purchase Order
- Method of Procurement (RFP, bid, etc.) Pursuant to Section 38.41(C)(9) of the City's Code of Ordinances, the City Commission may, when in the best interests of the City, by a 5/7ths affirmative vote, waive competitive bidding and competitive proposal requirements for the purchase of, and contracts for, supplies or services.
- 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 In an amount up to \$750,000.00.
- 6) Termination rights n/a
- 7) Indemnity/Insurance Requirements Vendor to comply with City's terms and conditions
- 8) Scope of Services Mobile Command Vehicle Upfitting
- 9) Other significant provisions n/a
- cc: George R. Keller, Jr. CPPT., City Manager