

**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, and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Police
 - 2) Type of Agreement –Purchase Order
 - 3) 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