

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** September 24, 2018
FROM: Douglas R. Gonzales, City Attorney
SUBJECT: Proposed Purchase Order to CXT, 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 – Parks, Recreation and Cultural Arts
 - 2) Type of Agreement – Purchase Order
 - 3) Method of Procurement (RFP, bid, etc.) – Section 38.46 of the City of Hollywood Code of Ordinances 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 time purchase - fabrication will begin in November 2018 and shipment will be within 90 days
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – \$145,112.87
 - 6) Termination Rights – Either party may terminate for cause.
 - 7) Indemnity/Insurance Requirements – Contractors shall comply with applicable City requirements.
 - 8) Scope of Services – Contractors shall furnish and install a precast restroom building.
 - 9) Other Significant Provisions – GSA contract number 65-07F-0602N
- cc: Dr. Wazir Ishmael, City Manager