

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** July 3, 2014

FROM: Jeffrey P. Sheffel
City Attorney

SUBJECT: Proposed Agreement with Gilly Vending, Inc. for Installation and Maintenance of Vending Machines

I have discussed the above Agreement with the participating Department/Office, and the general business terms and other significant provisions which are proposed are as follows:

- 1) Department/Office involved – Procurement Services
- 2) Type of Agreement – Vending machine agreement
- 3) Method of Procurement (RFP, bid, etc.) – n/a
- 4) Term of Contract
 - a) initial – 5 yrs..
 - b) renewals (if any) – Two 1-yr. renewals
 - c) who exercises option to renew – Renewal requires agreement of both parties.
- 5) Contract Amount - \$6,300 (est.)
- 6) Termination rights – City can terminate without cause by giving 30 days’ notice.
- 7) Indemnity/Insurance Requirements – Vendor will indemnifies City and provides insurance.
- 8) Scope of Services – Vendor will install and maintain approximately 42 vending machines at City facilities.
- 9) Other significant provisions - None.

cc: Cathy Swanson-Rivenbark, City Manager