

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** October 17, 2016

**FROM:** Jeffrey P. Sheffel, City Attorney

**SUBJECT:** Proposed Short List of Qualified Contractors for Participants in the City's Housing Rehabilitation Program to use for repairs and rehabilitation of owner occupied dwellings with Program Funds.

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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 – Dept. of Development Services/Community Development Division
  - 2) Type of Agreement – The Participant and Contractor will enter into a contract for the work to be done at the Participant's resident.
  - 3) Method of Procurement (RFP, bid, etc.) – RFQ-4524-16-RL
  - 4) Term of Contract
    - a) initial – 2 years
    - b) renewals (if any) – two (2) additional one (1) year renewals
    - c) who exercises option to renew – City may renew if it best interest of the City and contingent upon contractor acceptance.
  - 5) Contract Amount – Depends upon rehabilitation/repair work.
  - 6) Termination rights – for convenience, with or without cause.
  - 7) Indemnity/Insurance Requirements – Contractor is required to provide insurance and indemnify City in accordance with RFQ.
  - 8) Scope of Services – The City is establishing a list of eleven (11) contractors which participants in the City's Housing Programs (HOME, SHIP, or CDBG) may utilize to hire one of the contractors for the repair or rehabilitation of the participant's residence. The list ensures that the work is being done by a qualified contractor who meets the federal requirements for the funding of such work to those individuals who qualify to receive funding under the Housing Rehabilitation Programs. Services will be done based upon a Notice to Proceed.
  - 9) Other significant provisions – n/a
- cc: Wazir A. Ishmael, Ph.D., City Manager