

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** June 22, 2023

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Contract with Shenandoah General Construction, LLC and issuance of Purchase Order in an amount up to \$348,910.00 for the Sunset Golf Course Ditch Cleaning Project Construction Services

I have reviewed the above referenced Agreement with the participating Department/Office(s), and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Public Utilities
- 2) Type of Agreement – Contract and Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – Invitation for Bid No. IFB-093-23-JJ was electronically advertised on OpenGov.com in accordance with Section 38.43(A) of the Procurement Code. Department and Office of Procurement Services staff thoroughly evaluated the submitted bid in accordance with Section 38.43(F) of the City's Procurement Code, and after the evaluation, Shenandoah General Construction, LLC was determined to be the only responsive and responsible bidder.
- 4) Term of Contract:
 - a) initial – Period of two months beginning upon the notice to proceed
 - b) renewals (if any) – N/A
 - c) who exercises option to renew – N/A
- 5) Contract Amount – \$348,910.00
- 6) Termination Rights – City, acting through its City Manager or his/her designee, reserves the right to terminate for cause or convenience.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – Alleviate flooding within the golf course and its surrounding neighborhood. Restore flows within golf course drainage ditches.
- 9) Other Significant Provisions: None

cc: George R. Keller, Jr. CPPT, City Manager