

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** February 8, 2016
FROM: Jeffrey P. Sheffel, City Attorney
SUBJECT: Blanket Purchase Order with Toscano Engineering

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 – Public Utilities
 - 2) Type of Agreement – Blanket Purchase Order
 - 3) Method of Procurement (RFP, bid, etc.) – Bid Number F-4441-15-IS
 - 4) Term of Contract
 - a) initial – 1 year
 - b) renewals (if any) – 2 additional one year periods
 - c) who exercises option to renew – City
 - 5) Contract Amount – Estimated expenditure of \$129,125.00 (Increase of \$25,000.00)
 - 6) Termination rights – Either party may terminate for cause.
 - 7) Indemnity/Insurance Requirements – Contractors to comply with applicable City requirements.
 - 8) Scope of Services – Contractors to serve as primary and secondary vendors to the City for welding repair and fabrication services.
 - 9) Other significant provisions – n/a
- cc: Dr. Wazir Ishmael, City Manager