

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** February 2, 2016

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

**SUBJECT:** Proposed Blanket Purchase Orders with Mullings Engineering Services, LLC, Sunset Sod, Inc. and Tropic Landscaping and Lawn Maintenance, Inc.

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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 – Public Works, Public Utilities and Parks, Recreation and Cultural Arts
  - 2) Type of Agreement – Blanket Purchase Orders
  - 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 – Two years
    - b) renewals (if any) – Three additional one year terms
    - c) who exercises option to renew – City
  - 5) Contract Amount – Estimated Annual \$105,000.00
  - 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 provide and supply sod material including installation and delivery services throughout the City.
  - 9) Other Significant Provisions – Competitively bid by the City of Boynton Beach Bid Number 066-2730-12/DJL
- cc: Wazir Ishmael, City Manager