

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** August 29, 2017
FROM: Alan Fallik, Acting City Attorney
SUBJECT: Proposed Short List of Qualified Contractors for Demolition Work on an as needed basis.

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/Building Division
- 2) Type of Agreement – n/a.
- 3) Method of Procurement (RFP, bid, etc.) – RFQ-4521-17-RL
- 4) Term of Contract
 - a) initial – 3 years
 - b) renewals (if any) – two (2) additional one (1) year periods
 - c) who exercises option to renew – mutual
- 5) Contract Amount – Depends upon demolition work, however, the total annual estimate is \$160,000.00, which is based on approximately eight (8) demolition projects per year; and
- 6) Termination rights – With or without cause.
- 7) Indemnity/Insurance Requirements – Yes.
- 8) Scope of Services – The City is establishing a short list of six (6) contractors that the City Departments may utilize to hire one of the contractors for demolition work of one and two family dwellings up to three stories as well as commercial buildings up to four stories.
- 9) Other significant provisions – n/a

cc: Wazir A. Ishmael, Ph.D. City Manager