

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** October 19, 2016

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

**SUBJECT:** Proposed Blanket Purchase Order with Thermo Air, 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
  - 2) Type of Agreement – Blanket Purchase Order
  - 3) Method of Procurement (RFP, bid, etc.) – Bid No. F-4475-16-RD
  - 4) Term of Contract
    - a) initial – Three year period (Increase to the first year of the initial term)
    - b) renewals (if any) – Two additional one year periods
    - c) who exercises option to renew – City
  - 5) Contract Amount – \$290,586.00 (Increase from \$190,586.00)
  - 6) Termination Rights – Either party may terminate with cause.
  - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
  - 8) Scope of Services – Contractor shall provide central air conditioning systems maintenance and repair services to the Police Department building, Fire Station #74, City Hall building and provide services City-wide on an as needed basis. Increase is necessary due to aging air conditioning systems in our facilities and a substantial increase in the number of system breakdowns .
  - 9) Other Significant Provisions – n/a
- cc: Dr. Wazir Ishmael, City Manager