

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: CRA Chair and Board Members **DATE:** June 24, 2025

FROM: Damaris Henlon, General Counsel

SUBJECT: Proposed Purchase Order with Rep Services, Inc.

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 – CRA
- 2) Type of Agreement – Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – Section 38.41 (C)(5) of the Code of Ordinances allows the Chief Procurement Officer to procure, without following formal solicitation procedures, all goods, supplies, materials, equipment, and services that are the subject of contracts with the state, its political subdivisions, the United States government, other governmental entities, or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof ("piggyback"), provided that the goods, supplies, materials, equipment, or services are the subject of a price schedule negotiated by the entities listed above and is based strictly on competitive bids, quotations, or competitive proposals and not on any preference; utilization of other governmental entities' contracts shall be permitted only during the term of the other governmental entity's contract.
- 4) Term of Contract:
 - a) initial – July 24, 2024 through July 23, 2027
 - b) renewals (if any) – Two additional one-year periods
 - c) who exercises option to renew – Mutual agreement of the parties
- 5) Contract Amount – Up to \$210,849.98
- 6) Termination Rights – Either party may terminate for cause.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable CRA requirements.
- 8) Scope of Services – Contractor shall provide and install playground equipment and safety surface at Mayor Peter Bober Park.

9) Other Significant Provisions: competitively bid by Clay County through Invitation For Bid 23/24-074 Various Equipment and Amenities for Parks and Recreation

cc: George R. Keller, Jr. CPPT, Executive Director for the CRA