

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** June 3, 2015

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

**SUBJECT:** Proposed Purchase Order with Chart Industries, 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 Utilities
  - 2) Type of Agreement – Purchase Order
  - 3) Method of Procurement (RFP, bid, etc.) – Section 38.40(C)(3) of the City's Purchasing Ordinance provides that, sole-source supplies and services, such as unique, patented, or franchised supplies or services, are exempt if the Director determines, after conducting a good faith review of available sources, that the particular supply or service is available from only one source; however, such purchases with an estimated annual cost in excess of \$50,000 require a formal written contract approved by the Commission.
  - 4) Term of Contract
    - a) initial – One time purchases
    - b) renewals (if any) – n/a
    - c) who exercises option to renew – n/a
  - 5) Contract Amount – Chart Industries, Inc. \$60,500.00 and Solutionwerks, Inc. \$3,000.00
  - 6) Termination Rights – Either party may terminate for cause.
  - 7) Indemnity/Insurance Requirements – Contractors shall comply with all applicable City requirements.
  - 8) Scope of Services – Chart Industries, Inc. shall fabricate a spare nitrogen superheater for the cryogenic plant Solutionwerks, Inc. shall provide engineering services and technical assistance during the production of the fabrication.
  - 9) Other Significant Provisions – n/a
- cc: Wazir Ishmael, City Manager