

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** June 18, 2015

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Blanket Purchase Order with Genuine Parts Company d/b/a Napa Auto Parts

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 – Fleet Maintenance Division of the Public Works Department and the Fire Rescue and Beach Safety Department
 - 2) Type of Agreement – Blanket Purchase Order
 - 3) Method of Procurement (RFP, bid, etc.) – Section 38.40(C)(5) of the City's Purchasing Ordinance allows the Director to procure, without following formal procedures, all goods and services which are 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, provided however, the goods and services are: (i) the subject of a price schedule negotiated by the state or the United States government, or (ii) the subject of a contract with another governmental entity or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof, which contract is based strictly on competitive bids or competitive proposals and not on any preference.
 - 4) Term of Contract
 - a) initial – One year
 - b) renewals (if any) – August 1, 2016 – April 12, 2017
 - c) who exercises option to renew – City
 - 5) Contract Amount – \$159,400.00
 - 6) Termination rights – Either party may terminate with cause.
 - 7) Indemnity/Insurance Requirements – Contractor will comply with applicable City requirements.
 - 8) Scope of Services – Contractor to supply and deliver automotive and truck parts, accessories and supplies necessary to maintain the City's Police, General Services fleet vehicles and Fire Rescue general fleet vehicles.
 - 9) Other significant provisions – NJPA Contract # 031212-GPC
- cc: Wazir Ishmael, City Manager