

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** March 16, 2015  
**FROM:** Jeffrey P. Sheffel, City Attorney  
**SUBJECT:** Proposed Agreement with Bank of America for Purchasing Card Services

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I have reviewed the above-captioned agreement for form and legality, and the general business terms and other significant provisions are as follows:

- 1) Department/Office involved – Procurement Services
- 2) Type of Agreement – Linking Authorization Agreement
- 3) Method of Procurement (RFP, bid, etc.) – “piggyback” exemption
- 4) Term of Contract
  - a) initial – from date of execution to 8/16/2019
  - b) renewals (if any) –
  - c) who exercises option to renew –
- 5) Contract Amount - \$0.00 (In fact, the City may receive a rebate if the amount spent under the program exceeds a certain amount in any one year.)
- 6) Termination rights – For cause only.
- 7) Indemnity/Insurance Requirements – None.
- 8) Scope of Services – Vendor provides purchasing card services to City.
- 9) City’s prior experience with Vendor –Yes.
- 10) Other significant provisions – None.

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