

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** August 10, 2015  
**FROM:** Jeffrey P. Sheffel, City Attorney  
**SUBJECT:** Proposed Blanket Purchase Order with Air Centers of Florida, 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.) – Pursuant to Section 38.40(C)(8) of the City’s Code of Ordinances, the City Commission may, when in the best interests of the City, by a unanimous vote, waive competitive bidding and competitive proposal requirements for the purchase of, and contracts for, supplies or services.
  - 4) Term of Contract
    - a) initial – One year
    - b) renewals (if any) – Two additional one-year periods  
08/01/2015 – 07/31/2016 (This is first renewal period.)
    - c) who exercises option to renew – City
  - 5) Contract Amount – \$85,000.00
  - 6) Termination Rights – Either party may terminate for cause.
  - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
  - 8) Scope of Services – Contractor shall supply CNG fuel to twenty-five (25) city owned CNG vehicles and the City of Hallandale Beach’s sanitation CNG vehicles.
  - 9) Other Significant Provisions – Requires a unanimous vote of the City Commission.
- cc: Wazir Ishmael, City Manager