

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: CRA Chair and Board Members **DATE:** January 6, 2016

FROM: Jeffrey P. Sheffel,
CRA General Counsel

SUBJECT: Proposed Blanket Purchase Order with Delta Properties Maintenance, Inc.

I have reviewed the above captioned agreement for form and legality. The general business terms are as follows:

- 1) Department/Division involved – Beach District of the CRA
 - 2) Type of Agreement – Blanket Purchase Order
 - 3) Method of Procurement (RFP, bid, etc.) – Bid No. F-4489-16-RL
 - 4) Term of Contract
 - a) initial – Two years
 - b) renewals (if any) – Two additional two-year periods
 - c) who exercises option to renew – CRA
 - 5) Contract Amount – \$142,240 (\$71,120 per year)
 - 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 janitorial services at the beach restrooms and the CRA offices.
 - 9) Other significant provisions – n/a
- cc: George Camejo, Executive Director for the CRA