

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** CRA Chair and Board Members

**DATE:** February 11, 2016

**FROM:** Jeffrey P. Sheffel  
CRA General Counsel

**SUBJECT:** Proposed Blanket Purchase Order with EDJ Service, Inc.

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

- 1) Department/Division Involved – CRA
  - 2) Type of Agreement – Blanket Purchase Order
  - 3) Method of Procurement (RFP, bid, etc.) – Bid No. F-4495-16-RL
  - 4) Term of Contract
    - a) initial – Two year period
    - b) renewals (if any) – Two additional two-year periods
    - c) who exercises option to renew – CRA
  - 5) Contract Amount – \$70,374.00 annually
  - 6) Termination Rights – Either party may terminate for cause.
  - 7) Indemnity/Insurance Requirements – Applicant shall comply with CRA requirements.
  - 8) Scope of Services – Contractor shall provide tree trimming services on Hollywood Beach between A1A to the Boardwalk and from Tyler Street to Cleveland Street.
  - 9) Other Significant Provisions – n/a
- cc: Jorge Camejo, CRA Executive Director