

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** June 5, 2017  
**FROM:** Alan Fallik, Acting City Attorney  
**SUBJECT:** Proposed Purchase Order with Garber Ford for the purchase of two 2017  
Transit Cargo Vans

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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 – Police Department
- 2) Type of Agreement – Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – **Piggyback State of Florida Bid No. 25100000-16-1.** 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 time purchase.
  - b) renewals (if any) – n/a
  - c) who exercises option to renew – n/a.
- 5) Contract Amount – In an amount not to exceed \$65,994.00
- 6) Termination rights – Either party may terminate for cause.
- 7) Indemnity/Insurance Requirements – Contractor will comply with applicable City requirements.
- 8) Scope of Services – Vendor will provide two 2017 transit cargo vans to be used by the Police Department’s Swat Team

TERM SHEET FOR GARBER FORD

9) City's prior experience with Contractor (if any) – n/a

10) Other significant provisions – n/a

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