

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** October 18, 2017

FROM: Alan Fallik, Acting City Attorney

SUBJECT: Proposed Purchase Order with Real Estate Asset Disposition Corp. for realtor services relating to five single family and two multi-family residential properties owned by the City.

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 – Dept. of Development Services/Community Development Division.
- 2) Type of Agreement – Blanket Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – **Piggyback City of West Palm Beach RFQ No. 15-16-411** 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 – 1 year.
 - b) renewals (if any) – two (2) additional (1) year periods.
 - c) who exercises option to renew – mutual.
- 5) Contract Amount – In an amount not to exceed \$70,000.00
- 6) Termination rights – City may terminate with or without cause and for convenience.
- 7) Indemnity/Insurance Requirements – Contractor will comply with applicable City requirements.
- 8) Scope of Services – Vendor will provide realtor services to assist the City in selling 5 single family and 2 multi-family residential properties which the City acquired during the Homeless Voice Purchase Transaction.

TERM SHEET FOR REALTOR SERVICES

9) City's prior experience with Contractor (if any) – no

10) Other significant provisions – n/a

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