

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** CRA Chair and Board Members

**DATE:** May 24, 2018

**FROM:** Douglas R. Gonzales,  
CRA General Counsel

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

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I have reviewed the above captioned agreement for form and legal sufficiency. 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 (this is first renewal period)
  - c) who exercises option to renew – Mutual agreement of the parties
- 5) Contract Amount – \$134,000.00 (annually)
- 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: Jorge Camejo, Executive Director for the CRA