

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** September 5, 2018

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Renewal of the Contracts with 11 Qualified Contractors for Participants in the City's Housing Rehabilitation Program to use for repairs and rehabilitation of owner occupied dwellings with Program Funds.

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 – The Participant and Contractor will enter into a contract for the work to be done at the Participant's resident.
 - 3) Method of Procurement (RFP, bid, etc.) – RFQ-4524-16-RL
 - 4) Term of Contract
 - a) initial – 2 years
 - b) renewals (if any) – two (2) additional one (1) year renewals. **This is the first renewal.**
 - c) who exercises option to renew – City
 - 5) Contract Amount – Depends upon rehabilitation/repair work. (Estimated \$700,000.00).
 - 6) Termination rights – n/a
 - 7) Indemnity/Insurance Requirements – Contractor is required to purchase and maintain insurance. .
 - 8) Scope of Services – The City has established a list of 11 contractors which participants in the City's Housing Programs (HOME, SHIP, or CDBG) may utilize to hire one of the contractors for the repair or rehabilitation of the participant's residence. The list ensures that the work is being done by a qualified contractor who meets the federal requirements for the funding of such work to those individuals who qualify to receive funding under the Housing Rehabilitation Programs.
 - 9) Other significant provisions – n/a
- cc: Wazir A. Ishmael, Ph.D., City Manager