

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** March 4, 2019

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Purchase Order with Growers Equipment Company for the purchase of a 2019 New Holland Agricultural Tractor

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 – Public Works
- 2) Type of Agreement – Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – **Sourcewell a/k/a NJPA Bid Number 021815 #010AG (Piggyback)**. 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 the amount of \$96,695.92.
- 6) Termination rights – n/a.
- 7) Indemnity/Insurance Requirements – n/a
- 8) Scope of Services – Vendor will provide one 2019 New Holland Agricultural Tractor.
- 9) City's prior experience with Vendor – Yes.

**TERM SHEET CONTINUED FOR PURCHASE OF A NEW HOLLAND
AGRICULTURAL TRACTOR FROM GROWERS EQUIPMENT COMPANY**

10) Other significant provisions – n/a

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