

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** April 3, 2019

**FROM:** Douglas R. Gonzales, City Attorney

**SUBJECT:** Proposed Purchase Order with Gentile Corporation for a housing rehabilitation project at 2323 Cleveland Street

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I have reviewed the above referenced Agreement with the participating Department/Office(s), 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 – Purchase Order
  - 3) Method of Procurement (RFP, bid, etc.) - Solicitation No. F-4608-19-RL
  - 4) Term of Contract:
    - a) initial – approximately 180 days from the Notice to Proceed.
    - b) renewals (if any) – n/a.
    - c) who exercises option to renew – n/a.
  - 5) Contract Amount – Estimated amount of \$108,000.00. (Vendor bid is \$90,000.00, however, an additional \$18,000.00 has been added to the total cost for this project based upon a 20% contingency plan).
  - 6) Termination Rights – with or without cause.
  - 7) Indemnity/Insurance Requirements – Vendor will provide insurance and indemnify City.
  - 8) Scope of Services – Vendor will provide comprehensive rehabilitation work services at 2323 Cleveland Street, a single family residence currently owned by the City.
  - 9) Other Significant Provisions: n/a
- cc: Dr. Wazir Ishmael, City Manager