

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

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

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Purchase Order with Daniel Secu Corporation for a housing rehabilitation project at 550 North 66th Terrace

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-4607-19-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 \$143,826.00. (Vendor bid is \$119,855.00, however, an additional \$23,971.00 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 550 North 66th Terrace, a single family residence currently owned by the City.
 - 9) Other Significant Provisions: n/a
- cc: Dr. Wazir Ishmael, City Manager