

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** October 24, 2019

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Blanket Purchase Order with Kemp Group International Corporation for the purchase of medical and janitorial supplies.

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 – Police
 - 2) Type of Agreement – Blanket Purchase Order
 - 3) Method of Procurement (RFP, bid, etc.) – RFP-4516-16-JE (Originally approved by Resolution R-2016-280)
 - 4) Term of Contract
 - a) initial – 3 year
 - b) renewals (if any) – 2 additional 1 year periods (this is the first renewal)
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – Estimated annual amount of \$394,095.00.
 - 6) Termination rights – Either party may terminate with or without cause
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable city requirements.
 - 8) Scope of Services – Contractor will supply crossing guard service throughout the school year and summer school session.
 - 9) Other significant provisions – n/a
- cc: Wazir A. Ishmael, Ph.D., City Manager