

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners                      **DATE:** January 2, 2020

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

**SUBJECT:** Proposed Second Renewal of Contracts with Qualified Contractors for participants in the City's Housing Rehabilitation Program to use for repairs and rehabilitation of owner-occupied dwellings from Program Funds

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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 – Department 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 residence.
  - 3) Method of Procurement (RFP, bid, etc.) – RFQ-4524-16-RL
  - 4) Term of Contract:
    - a) initial – two years.
    - b) renewals – two additional one year renewals. **This is the second renewal.**
    - c) who exercises option to renew – City.
  - 5) Contract Amount – Depends upon the 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 federal requirements for the funding of the work to those individuals who qualify to receive funding under the Housing Rehabilitation Programs.
  - 9) Other Significant Provisions: n/a
- cc: Dr. Wazir Ishmael, City Manager