

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

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

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Blanket Purchase Order with W.W. Grainger, Inc. for citywide facilities maintenance, repair and operating supplies.

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 Public Works
- 2) Type of Agreement – Blanket Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – **Piggyback. Sourcewell RFP No. 121218.** 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 – three years (remaining term on contract) which expires January, 2023.
 - b) renewals (if any) – n/a.
 - c) who exercises option to renew – n/a.
- 5) Contract Amount – Estimated annual amount of \$135,000.00.
- 6) Termination Rights - with or without cause.
- 7) Indemnity/Insurance Requirements – Vendor will provide insurance pursuant to the RFP (page 23). As to indemnification, each party is responsible for its own acts and is not responsible for the acts of the other and results thereof (See subsection 8.8 of the RFP, Page 29).

- 8) Scope of Services – Vendor will provide citywide facilities maintenance, repair and operating supplies.
 - 9) Other Significant Provisions: Vendor provides certain warranties and limitation of warranties.
- cc: Dr. Wazir Ishmael, City Manager