

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** February 3, 2020

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Purchase Order with Pane-Liss Glass Product and Supply for the purchase and installation of impact windows and doors at the water treatment plant.

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 Utilities
 - 2) Type of Agreement – Purchase Order
 - 3) Method of Procurement (RFP, bid, etc.) – City Bid. No. 19-4044
 - 4) Term of Contract:
 - a) initial – commences on approval and completed 90 days from issuance of the Purchase Order.
 - b) renewals (if any) – n/a.
 - c) who exercises option to renew – n/a.
 - 5) Contract Amount – In the amount of \$102,268.00.
 - 6) Termination Rights –Yes.
 - 7) Indemnity/Insurance Requirements – Vendor will provide insurance and indemnify City.
 - 8) Scope of Services – Vendor will provide impact windows and doors to replace existing windows at the water treatment plant and install the products.
 - 9) Other Significant Provisions: n/a
- cc: Dr. Wazir Ishmael, City Manager