

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: February 24, 2020

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Purchase Order with Mullings Engineering Services, Inc.

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 – Parks, Recreation & Cultural Arts
 - 2) Type of Agreement – Purchase Order
 - 3) Method of Procurement (RFP, bid, etc.) – Section 38.46 of the City of Hollywood Code of Ordinances provides that the Director shall have the authority to join with other governmental entities in cooperative purchasing plans when the best interests of the city would be served thereby.
 - 4) Term of Contract:
 - a) initial – Two years
 - b) renewals (if any) – Three additional one year periods
 - c) who exercises option to renew – Mutual agreement of the parties
 - 5) Contract Amount – \$137,000.00
 - 6) Termination Rights – City, acting through its City Manager or his/her designee, reserves the right to terminate the order in whole or in part for default (a) if Contractor fails to perform in accordance with any of the requirements of the order or (b) If Contractor becomes insolvent or suspends any of its operations or if any petition is filed or proceeding commenced by or against Contractor under any State or Federal Law relating to bankruptcy, reorganization, receivership or assignment for the benefit of creditors. Any such termination will be without liability to City except for completed items delivered and accepted by the City. Contractor, will be liable for excess costs of reprourement.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Contractor shall provide field preparation, including topsoil striping and earthwork located at Washington Park prior to sod installation.
 - 9) Other Significant Provisions: Competitively bid by the School District of Palm Beach County, Florida
- cc: Dr. Wazir Ishmael, City Manager