

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

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

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Purchase Order with Municipal Equipment Company, LLC for the purchase of a 2nd set of Bunker Gear for Fire Rescue and Beach Safety

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 – Fire Department
- 2) Type of Agreement – Purchase Orders
- 3) Method of Procurement (RFP, bid, etc.) – **Piggyback of Lake County, Florida Bid Number 17-0606H.** Section 38.41(C)(5) of the City’s Procurement Code allows the Chief Procurement Officer to procure, without formal solicitation procedures, all goods, supplies, materials, equipment, and services that are the 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 (“piggyback”), provided that the goods, supplies, materials, equipment, or services are the subject of a price schedule negotiated by the entities listed above and is based strictly on competitive bids, quotations, or competitive proposals and not on any preference and such utilization of other governmental entities contracts shall be permitted only during the term of the other governmental entity’s contract.
- 4) Term of Contract
 - a) initial – July 1, 2017 through June 30, 2021
 - b) renewals – N/A
 - c) who exercises option to renew – N/A
- 5) Contract Amount – \$504,000.00
- 6) Termination rights – N/A
- 7) Indemnity/Insurance Requirements – N/A
- 8) Scope of Services – Purchase of A 2nd set of Bunker Gear

TERM SHEET FOR MUNICIPAL EQUIPMENT, LLC

9) City's prior experience with Contractor (if any) – City has previously purchased from Contractor

10) Other significant provisions – N/A

cc: Wazir A. Ishmael, Ph.D., City Manager