

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** February 24, 2021

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

**SUBJECT:** Proposed Purchase Order with Alan Jay Automotive Management, Inc. d/b/a Alan Jay Fleet Sales for the purchase of four vehicles for various departments.

---

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 – Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – **Piggyback. Sourcewell (f/k/a NJPA) Contract No. 2020-120716 NAF** . Section 38.41(C)(5) of the City's Purchasing WHEREAS, 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; and
- 4) Term of Contract:
  - a) initial – FSA contract is from January 17, 2021 through January 17, 2022. (one time purchase)
  - b) renewals (if any) – n/a.
  - c) who exercises option to renew – n/a.
- 5) Contract Amount - in the amount of \$106,921.00.
- 6) Termination Rights –n/a
- 7) Indemnity/Insurance Requirements – n/a

- 8) Scope of Services – Alan Jay Automotive Management, Inc. will provide four vehicles for various departments within the City.
- 9) Other Significant Provisions- The terms and conditions of the Sourcewell Contract will prevail over the City's Purchase Order terms and conditions.

cc: Dr. Wazir Ishmael, City Manager