

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners                      **DATE:** July 7, 2026  
**FROM:** Damaris Henlon, City Attorney  
**SUBJECT:** Proposed Change Order to Blanket Purchase Agreement with Grainger

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I have reviewed the above referenced Agreement with the participating Department, and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Department of Public Utilities
  - 2) Type of Agreement – Blanket Purchase Agreement
  - 3) Method of Procurement (RFP, bid, etc.) – Piggyback of Sourcewell
  - 4) Term of Contract: from December 6, 2023 through November 8, 2026.
  - 5) Contract Amount – Change Order from \$150,000.00 to \$290,000.00
  - 6) Termination Rights – Buyer, acting through its City Manager or his/her designee, reserves the right to terminate this order In whole or in part for default (a) if Seller fails to perform In accordance with any of the requirements of this order or (b) If Seller becomes insolvent or suspends any of its operations or if any petition is filed or proceeding commenced by or against Seller 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 Buyer except for completed Items delivered and accepted by the Buyer. Seller, will be liable for excess costs of reprocurement.
  - 7) Indemnity/Insurance Requirements – Seller shall comply with applicable City requirements.
  - 8) Scope of Services – for facilities maintenance, repair and operating supplies
  - 9) Other Significant Provisions:
- cc: Raelin Storey, City Manager