

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** March 30, 2026
FROM: Damaris Henlon, City Attorney
SUBJECT: Proposed Purchase Order with JF Acquisition, LLC d/b/a JF Petroleum Group

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 – Department of Public Works
- 2) Type of Agreement – Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – Section 38.41 (C)(5) of the Code of Ordinances allows the Chief Procurement Officer to procure, without following 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; 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 – November 18, 2024 through November 18, 2028
 - b) renewals (if any) – three additional one-year renewals
 - c) who exercises option to renew –
- 5) Contract Amount – Up to \$197,913.84
- 6) Termination Rights – Sourcewell or Supplier may terminate this Agreement upon 60 calendar days' written notice to the other party.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – The current condition of the facility poses a risk to fleet availability and service continuity, necessitating a full rebuild to ensure compliance, reliability, and uninterrupted fueling operations

9) Other Significant Provisions: Competitively bid by Sourcewell Contract No. 081524

cc: Raelin Storey, City Manager