

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** June 21, 2021

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Blanket Purchase Agreements with Calvin Giordano & Associates, Inc. and C.A.P. Government, Inc. for inspection and plan review services.

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 Development Services
- 2) Type of Agreement – Blanket Purchase Agreements
- 3) Method of Procurement (RFP, bid, etc.) – **Piggyback. City of Fort Lauderdale Bid No. 12376-813.** 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 – 9/14/21 through 5/15/23
 - b) renewals (if any) – yes
 - c) who exercises option to renew – mutual
- 5) Contract Amount - In an estimated annual cumulative amount not to exceed \$800,000.00, allotting \$600,000.00 to C.A.P. and \$200,000.00 to Calvin.
- 6) Termination Rights – Fort Lauderdale contract is without cause or for convenience.

Term Sheet continued

- 7) Indemnity/Insurance Requirements – Yes, pursuant to Ft. Lauderdale bid/contract.
 - 8) Scope of Services – Both Calvin and C.A.P. will provide inspection and plan review services for the Dept. of Development Services.
 - 9) Other Significant Provisions- n/a
- cc: Dr. Wazir Ishmael, City Manager