

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** 5/28/25

**FROM:** Damaris Henlon, Interim City Attorney

**SUBJECT:** Proposed Blanket Purchase Agreement with Timeclock Plus, LLC for the Purchase of Additional Time Clock Hardware, Software, Accessories, and System Maintenance for an Amount Up to \$200,000.00, on an As-Needed Basis, from July 02, 2025 through September 30, 2027, in Accordance with Section 38.41(C)(11)(A) of the Code of Ordinances. (Software and Hardware Exemption)

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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 – Information Technology Department
- 2) Type of Agreement – Blanket Purchase Agreement
- 3) Method of Procurement (RFP, bid, etc.) –Section 38.41(C)(11)(a) of the City’s Procurement Code allows the Chief Procurement Officer to procure, without formal solicitation procedures, software and hardware subscriptions, licensing and maintenance with the company from which the software and hardware was purchased, as set forth in § 38.43 or § 38.44, or its authorized representative.
- 4) Term of Contract:
  - a) initial – 7/2/25 – 9/30/27
  - b) renewals (if any) – n/a
  - c) who exercises option to renew – n/a
- 5) Contract Amount – \$200,000.00
- 6) Termination Rights – City’s standard provision
- 7) Indemnity/Insurance Requirements – Vendor shall comply with applicable City requirements.
- 8) Scope of Services – purchase of additional time clock hardware, software, accessories, and system maintenance.
- 9) Other Significant Provisions: n/a

cc: George R. Keller, Jr. CPPT, City Manager