

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** September 17, 2018  
**FROM:** Douglas R. Gonzales, City Attorney  
**SUBJECT:** Proposed Blanket Purchase Order with Sunstate Meter & Supply, Inc. for the purchase of cold water meters

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

- 1) Department/Division involved – Public Utilities
  - 2) Type of Agreement – Blanket Purchase Order
  - 3) Method of Procurement (RFP, bid, etc.) – Bid No. F-4595-18-RL
  - 4) Term of Contract
    - a) initial – 3 years (9/20/18 to 9/19/21)
    - b) renewals (if any) – Yes, one two year renewal (9/20/21 to 9/19/23)
    - c) who exercises option to renew – mutual.
  - 5) Contract Amount – Estimated annual amount of \$408,344.85.
  - 6) Termination Rights – Either party may terminate for cause.
  - 7) Indemnity/Insurance Requirements – Vendor indemnifies and provides insurance.
  - 8) Scope of Services – Vendor will provide City with cold water meters manufactured by Neptune Technology Group, Inc.
  - 9) Other Significant Provisions – n/a
- cc: Wazir Ishmael, Ph.D., City Manager