

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners      **DATE:** March 25, 2025  
**FROM:** Damaris Henlon, Interim General Counsel  
**SUBJECT:** BPA Tripp Electric Motors (Piggyback from Martin County)

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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 – Public Utilities
  - 2) Type of Agreement – BPA
  - 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:  
Initial Award Term: 04/16/2025-11/06/2026  
First Renewal Period 11/07/2026-11/06/2027  
Second Renewal Period 11/07/2027-11/06/2028
  - 5) Contract Amount – annual amount up to \$300,000.00.
  - 6) Termination Rights –City's Terms and Conditions
  - 7) Indemnity/Insurance Requirements –City's Terms and Conditions.
  - 8) Scope of Services: motor and pump maintenance and repair services for lift stations, stormwater pump stations, the water treatment plant, and the wastewater treatment plant.
  - 9) Other Significant Provisions: Martin County bid RFB2023-3545
- cc: George R. Keller, Jr. CPPT, City Manager