

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners      **DATE:** April 30, 2025  
**FROM:** Damaris Henlon, Interim General Counsel  
**SUBJECT:** BPA Craig A. Smith (Piggyback from Pembroke Park)

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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: 05/10/2022 - 05/11/2025 (Town of Pembroke Park)  
First Renewal Period: 07/10/2025 - 05/11/2026  
Second Renewal Period: 05/12/2026 - 05/11/2027
  - 5) Contract Amount – annual amount up to \$340,000.00.
  - 6) Termination Rights –City's Terms and Conditions
  - 7) Indemnity/Insurance Requirements –City's Terms and Conditions.
  - 8) Scope of Services: location services for underground utilities
  - 9) Other Significant Provisions: ITB 22-04 Town of Pembroke Park
- cc: George R. Keller, Jr. CPPT, City Manager