

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** October 8, 2018  
**FROM:** Douglas R. Gonzales, City Attorney  
**SUBJECT:** Authorizing the execution of an Agreement with the Highest Ranked Firm  
(The Free Ride) to provide circulator services

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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 – Dept. of Development Services/Parking Division and CRA
  - 2) Type of Agreement – n/a
  - 3) Method of Procurement (RFP, bid, etc.) – RFP No. 4579-18-PB
  - 4) Term of Contract
    - a) initial – One year.
    - b) renewals (if any) – three one year renewals
    - c) who exercises option to renew – mutual
  - 5) Contract Amount – See vendor’s proposal for pricing starting on Page 27 of its proposal. There is also a potential for the City to receive advertising revenues (see Page 29 of vendor’s proposal).
  - 6) Termination rights – With or without cause.
  - 7) Indemnity/Insurance Requirements – Vendor shall comply with applicable City requirements.
  - 8) Scope of Services – The Free Ride will provide circulator services pursuant to the City’s RFP and The Free Ride’s response.
  - 9) City’s prior experience with Vendor (if any) – n/a.
  - 10) Other significant provisions – n/a
- cc: Wazir A.Ishmael, Ph.D., City Manager