

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: March 7, 2016

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Agreement with Backflow Solutions, Inc. for Online Backflow Prevention Tracking System and Notification

I have reviewed the above-captioned agreement for form and legality, and the general business terms and other significant provisions are as follows:

- 1) Department/Office involved – Public Utilities
- 2) Type of Agreement – Online Subscription Agreement
- 3) Method of Procurement (RFP, bid, etc.) – Open market procedure
- 4) Term of Contract
 - a) initial – Indefinite
 - b) renewals (if any) –
 - c) who exercises option to renew –
- 5) Contract Amount - \$495/yr.
- 6) Termination rights – Either party can terminate without cause by giving 30 days' notice.
- 7) Indemnity/Insurance Requirements – None.
- 8) Scope of Services – Vendor will maintain an online backflow prevention tracking system and send up to two notices to water customers that have backflow preventers.
- 9) City's prior experience with Vendor – None.
- 10) Other significant provisions – City authorizes vendor to charge plumbers \$12.95 per report for each test report they submit to the online tracking system.

cc: Wazir A. Ishmael, Ph.D., City Manager