

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** January 22, 2018  
**FROM:** Douglas R. Gonzales, City Attorney  
**SUBJECT:** Proposed Blanket Purchase Order with Sunstate Meter & Supply, Inc. for the purchase of Neptune 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.) – **Sole Source.** Section 38.40(C)(3) of the City’s Purchasing Ordinance provides that, sole-source supplies and services, such as unique, patented, or franchised supplies or services, are exempt if the Director determines, after conducting a good faith review of available sources, that the particular supply or service is available from only one source.
  - 4) Term of Contract
    - a) initial – one year
    - b) renewals (if any) – n/a
    - c) who exercises option to renew – n/a.
  - 5) Contract Amount – Estimated annual amount of \$200,000.00.
  - 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 Neptune meters.
  - 9) Other Significant Provisions – n/a
- cc: Wazir Ishmael, Ph.D., City Manager