

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** July 31, 2018

**FROM:** Douglas R. Gonzales  
City Attorney

**SUBJECT:** Proposed Memorandum of Understanding with the Florida Dept. of Highway Safety and Motor Vehicles (“DMV”) for Governmental Entity Access to the Driver and Vehicle Information Database System

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I have discussed the above Agreement with the participating Department/Office, and the general business terms and other significant provisions which are proposed are as follows:

- 1) Department/Office involved – Dept. of Development Services/Parking Division
- 2) Type of Agreement – Memorandum of Understanding (“MOU”)
- 3) Method of Procurement (RFP, bid, etc.) – n/a
- 4) Term of Contract
  - a) initial – MOU takes effect upon the date of the last signature and remains in effect for six years.
  - b) renewals (if any) –n/a
  - c) who exercises option to renew –n/a
- 5) Contract Amount- n/a
- 6) Termination rights - (a) may be unilaterally terminated for cause by either party for breach with written notice; (b) DMV may unilaterally terminate without notice if City fails to comply with any of the MOU requirements or state or federal laws; and (c) either party may terminate for convenience upon 30 days advanced written notice.
- 7) Indemnity/Insurance Requirements – City indemnifies.
- 8) Scope of Services – The Parking Division will have access to DMV’s Driver and Vehicle Information Database System.
- 9) City’s prior experience with Vendor (if any) – yes.

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