

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: June 4, 2014

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Authorizing the negotiation and execution of an agreement with Assetworks, LLC (the highest ranked firm) for a Fleet Maintenance and Fuel Management Program – Web based Software System.

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 Works
 - 2) Type of Agreement – n/a
 - 3) Method of Procurement (RFP, bid, etc.) – RFP No. 4376-14-RD
 - 4) Term of Contract
 - a) initial – to be negotiated.
 - b) renewals (if any) – to be negotiated.
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – In an amount not to exceed \$223,505.44.
 - 6) Termination rights – City has right to terminate with or without cause.
 - 7) Indemnity/Insurance Requirements – Assetworks, LLC shall comply with applicable City requirements.
 - 8) Scope of Services – Assetworks, LLC will provide a web based software system for a fleet maintenance and fuel management program.
 - 9) City's prior experience with Vendor (if any) – n/a.
 - 10) Other significant provisions – n/a
- cc: Cathy Swanson-Rivenbark, City Manager