

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: July 22, 2016

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Purchase Order and Agreement with Pedal Valves, Inc. for the installation of Neptune Advanced Metering Infrastructure Equipment to replace the existing automated meter reading 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 Utilities.
- 2) Type of Agreement – Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – **Piggyback -City of Laredo RFP No. FY13-012.** Section 38.40(C)(5) of the City’s Purchasing Ordinance allows the Director to procure, without following formal procedures, all goods and services which are subject of contracts with the state, its political subdivisions, the United States government, other governmental entities, or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof, provided however, the goods and services are: (i) the subject of a price schedule negotiated by the state or the United States government, or (ii) the subject of a contract with another governmental entity or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof, which contract is based strictly on competitive bids or competitive proposals and not on any preference.
- 4) Term of Contract
 - a) initial – one time purchase.
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a.
- 5) Contract Amount – In an amount not to exceed \$1,816,635.10.
- 6) Termination rights – in accordance with Laredo RFP.
- 7) Indemnity/Insurance Requirements – Yes
- 8) Scope of Services – Contractor shall install Neptune Advanced Metering Infrastructure Equipment to replace the existing automated meter reading system.
- 9) City’s prior experience with Vendor – no.

TERM SHEET CONTINUED FOR PEDAL VALVES, INC.

10) Other significant provisions – n/a

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