

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** April 1, 2025

FROM: Damaris Henlon, Interim General Counsel

SUBJECT: BPA with Ferguson Enterprises, LLC- purchase of Neptune water meters-Sole Source

I have reviewed the above-referenced Agreement with the participating Department/Office(s), and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Public Utilities.
 - 2) Type of Agreement – BPA.
 - 3) Method of Procurement (RFP, bid, etc.) –Section 38.41(C)(2) of the City's Procurement Code exempts sole-source goods, supplies, materials, equipment, and services, such as unique, patented, or franchised goods, supplies, materials, equipment, or services, from the competitive bid requirements if the Chief Procurement Officer determines after conducting a good faith review of available sources, that the particular supply or service is available from one source.
 - 4) Term of Contract – April 2, 2025, to March 1, 2028, with two optional one-year renewals, in an annual amount of up to \$600,000.00, with a 5% increase in the unit price starting on March 2, 2026.
 - 5) Contract Amount – An amount up to \$600,000.00.
 - 6) Termination Rights –City's terms and conditions.
 - 7) Indemnity/Insurance Requirements – City's terms and conditions.
 - 8) Scope of Services – Purchase of Neptune water meters.
 - 9) Other Significant Provisions: Sole Source Number NTSS-289-25
- cc: George R. Keller, Jr. CPPT, City Manager