

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** September 27, 2017

**FROM:** Alan Fallik, Acting City Attorney

**SUBJECT:** Proposed Blanket Purchase Order with C.A.P. Government, Inc. to increase annual contract expenditure from \$400,000 to \$700,000 in order to continue to provide building inspection and plan review services on an as needed basis.

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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 – Dept. of Planning and Development Services.
- 2) Type of Agreement – Blanket Purchase Order (piggyback)
- 3) Method of Procurement (RFP, bid, etc.) – City of Oakland Park, Florida RFP #080712. 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 – 3 years (on an as needed basis)
  - b) renewals (if any) – additional two years (contract was renewed for 2 year term pursuant to Resolution No. R-2016-027)
  - c) who exercises option to renew – City.
- 5) Contract Amount – The contract amount is being increased from \$400,000.00 to \$700,000.00.
- 6) Termination rights – With or without cause.
- 7) Indemnity/Insurance Requirements – C.A.P. Government Inc. shall comply with applicable City requirements.

**TERM SHEET CONTINUED FOR C.A.P. GOVERNMENT, INC.**

- 10) Other significant provisions – n/a
  - 8) Scope of Services – C.A.P. Government, Inc. will provide building inspection and plan review services on an as needed basis.
  - 9) City’s prior experience with Vendor – yes.
- cc: Wazir A. Ishmael, Ph.D., City Manager