

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: May 2, 2018

FROM: Douglas Gonzales, City Attorney

SUBJECT: Authorization to issue Blanket Purchase Orders with Calvin Giordano & Associates, Inc. and C.A.P. Government, Inc. for inspection and plan review services

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 – Development Services/Building Division
- 2) Type of Agreement – Franchise Agreement
- 3) Method of Procurement (RFP, bid, etc.) – **City of Fort Lauderdale RFP No. 575-11849**. 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 – Each BPO/contract is for a one year term (6/9/18 to 5/15/19)
 - b) renewals (if any) – yes, one additional two year term.
 - c) who exercises option to renew – mutual.
- 5) Contract Amount – Each BPO/contract is for an annual amount of \$400,000.00 (cumulative amount for both contracts is \$800,000.00).
- 6) Termination rights – With or without cause.
- 7) Indemnity/Insurance Requirements – Yes.
- 8) Scope of Services – Each vendor will provide inspection and plan review services for the Building Division.
- 9) City’s prior experience with Vendor –yes
- 10) Other significant provisions – n/a

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