

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: April 8, 2014

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Authorizing the negotiation and execution of an agreement with the highest ranked firm (IPS Group, Inc.) for credit card enabled single space meters and webhosting 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 – Intergovernmental Affairs & Parking
- 2) Type of Agreement – n/a
- 3) Method of Procurement (RFP, bid, etc.) – RFP No. 4382-14-JE
- 4) Term of Contract
 - a) initial – one time purchase, however installation of mechanisms will be over a three (3) year period.
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
- 5) Contract Amount – If IPS is selected, the contract price is in an amount not to exceed \$150,220.00.
- 6) Termination rights – City has right to terminate with or without cause.
- 7) Indemnity/Insurance Requirements – Vendor shall comply with applicable City requirements.
- 8) Scope of Services – Vendor will supply and install credit card enabled single space meters and provide webhosting services.
- 9)
- 9) City's prior experience with Vendor (if any) – n/a.
- 10) Other significant provisions – n/a

cc: Cathy Swanson-Rivenbark, City Manager