

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** June 25, 2025

FROM: Damaris Henlon, General Counsel

SUBJECT: BPA CGA and CAP Government (Piggyback from City of Fort Lauderdale)

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 – Development Services
- 2) Type of Agreement – BPA
- 3) Method of Procurement (RFP, bid, etc.) – Section 38.41 (C)(5) of the Code of Ordinances allows the Chief Procurement Officer to procure, without following formal solicitation procedures, all goods, supplies, materials, equipment, and services that are the 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 ("piggyback"), provided that the goods, supplies, materials, equipment, or services are the subject of a price schedule negotiated by the entities listed above and is based strictly on competitive bids, quotations, or competitive proposals and not on any preference; utilization of other governmental entities' contracts shall be permitted only during the term of the other governmental entity's contract.
- 4) Term of Contract: 3-year term, from July 2, 2025, to May 15, 2028, with an option to renew for a 2-year period.
- 5) Contract Amount – Amount up to \$4,500,000.00 (not to exceed \$1,500,000.00 for each fiscal year).
- 6) Termination Rights –City's Terms and Conditions.
- 7) Indemnity/Insurance Requirements –City's Terms and Conditions.
- 8) Scope of Services: Inspection and Plan Review
- 9) Other Significant Provisions: City of Fort Lauderdale through Invitation to Bid Event 360-1

cc: George R. Keller, Jr. CPPT, City Manager