

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: October 22, 2014

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Blanket Purchase Order with MacKay Meters, Inc.

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 – Office of Parking & Intergovernmental Affairs
 - 2) Type of Agreement – Blanket Purchase Order
 - 3) Method of Procurement (RFP, bid, etc.) – Section 38.40(C)(3) of the City's Purchasing Ordinance provides that, sole-source supplies and services, are exempt from the competitive bid requirements.
 - 4) Term of Contract
 - a) initial – Three years (10/20/2014 to 10/19/2017)
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – Not to exceed \$100,000.00 per year
 - 6) Termination rights – Either party may terminate for cause.
 - 7) Indemnity/Insurance Requirements – Contractor shall apply with applicable City requirements.
 - 8) Scope of Services – Contractor shall supply parts and repair for MacKay Meter Meters located throughout the beach area on-street and in the garages.
 - 9) Other significant provisions – n/a
- cc: Cathy Swanson-Rivenbark, City Manager