

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** March 18, 2021

**FROM:** Douglas R. Gonzales, City Attorney

**SUBJECT:** Proposed Blanket Purchase Agreement with Stantec Consulting Services, Inc. for utility rate and large user rate/true-up and financial services study.

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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 – Dept. of Public Utilities
- 2) Type of Agreement – Blanket Purchase Agreement
- 3) Method of Procurement (RFP, bid, etc.) – **Piggyback. City of Palm Bay's RFP No. 48-0-2017/SB/** Section 38.41(C)(5) of the City's Procurement Code allows the Chief Procurement Officer to procure, without 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 and such utilization of other governmental entities contracts shall be permitted only during the term of the other governmental entity's contract.
- 4) Term of Contract:
  - a) initial – City of Palm Bay's contract is valid through July 6, 2021.
  - b) renewals (if any) – Yes.
  - c) who exercises option to renew – mutual
- 5) Contract Amount - in the amount of \$372,503.00.
- 6) Termination Rights – Yes, for any reason. (See City of Palm Bay's Agreement, Section16).
- 7) Indemnity/Insurance Requirements – Yes.
- 8) Scope of Services – Stantec Consulting Services, Inc. will provide financial rate and management services related to utility rates and the large use rates.

9) Other Significant Provisions- n/a

cc: Dr. Wazir Ishmael, City Manager