

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** March 2, 2017  
**FROM:** Jeffrey P. Sheffel, City Attorney  
**SUBJECT:** Proposed Agreement with Cardinal Tracking, Inc.

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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 – Parking Division
  - 2) Type of Agreement – Contract
  - 3) Method of Procurement (RFP, bid, etc.) – Bid No. RFP-4532-16-JE
  - 4) Term of Contract
    - a) initial – 5 year period
    - b) renewals (if any) – 3 additional one year renewals
    - c) who exercises option to renew – mutual agreement of the parties
  - 5) Contract Amount – \$446,632.45 (For a 5 year term)
  - 6) Termination Rights – Either party may terminate with cause.
  - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
  - 8) Scope of Services – Contractor shall provide and maintain a complete parking citation issuance and collection processing program that supports the use of pay-by-plate multi-space parking meters and sales of residential parking permits with an option to add the License Plate Recognition System.
  - 9) Other Significant Provisions – n/a
- cc: Dr. Wazir Ishmael, City Manager