

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: August 19, 2025

FROM: Damaris Y. Helon, City Attorney

SUBJECT: Master Services Agreement with Fullsteam Software Holdings
LLC d/b/a Integrapark

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 – Parking
- 2) Type of Agreement – Master Services Agreement
- 3) Method of Procurement (RFP, bid, etc.) – Purchase Order
- 4) Term of Contract:
 - a) initial – 3 years
 - b) renewals (if any) – 2 one year renewals unless terminated earlier
 - c) who exercises option to renew – automatic
- 5) Contract Amount – N/A
- 6) Termination Rights – Either party may terminate for convenience upon 30 days notice
- 7) Indemnity/Insurance Requirements – Vendor shall indemnify and hold harmless City from any claims that the services infringe on the rights of third parties. City shall indemnify and hold harmless vendor from any claims based on City's negligence or willful misconduct or unauthorize use of the services.
- 8) Scope of Services – Vendor provides accounting and maintenance software for parking systems
- 9) Other Significant Provisions: none

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