

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** January 10, 2019

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

**SUBJECT:** Purchase of Automatic License Plate Reader

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I have reviewed the above-captioned agreement for form and legality, and the general business terms and other significant provisions are as follows:

- 1) Department/Office involved – Police
- 2) Type of Agreement – Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – **Piggyback State of U.S. Communities Contract Number 4400008468** and RFP No. 2000002547. Section 38.40(C)(5) of the City's Purchasing Ordinance allows the Director to procure, without following formal procedures, all goods and services which are 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, provided however, the goods and services are: (i) the subject of a price schedule negotiated by the state or the United States government, or (ii) the subject of a contract with another governmental entity or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof, which contract is based strictly on competitive bids or competitive proposals and not on any preference.
- 4) Term of Contract – 5 years
  - a) initial – 5 years
  - b) renewals – renewals of 5 additional years, one year at a time or a combination of the years
  - c) who exercises option to renew – by mutual agreement of the parties
- 5) Contract Amount - \$53,306.85
- 6) Termination rights – City may terminate upon 30 days written notice
- 7) Indemnity/Insurance Requirements – Contractor agrees to maintain Commercial General Liability insurance in the amount of \$1,000,000 per occurrence/aggregate
- 8) Scope of Services – Purchase of Automatic License Plate Reader
- 9) City's prior experience with Vendor – Yes

10) Other significant provisions – None.

cc: Wazir A. Ishmael, Ph.D., City Manager