

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** June 19, 2019

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Blanket Purchase Order with Craig A. Smith & Associates for underground utility location services

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/Dept. of Public Works
- 2) Type of Agreement – Blanket Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – **Piggyback. Town of Pembroke Park RFP.** 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:
 - a) initial – three years
 - b) renewals (if any) – yes, two additional one year terms.
 - c) who exercises option to renew – mutual
- 5) Contract Amount – Estimated annual amount of \$300,000.00.
- 6) Termination Rights – yes, in accordance with Town of Pembroke Park RFP.
- 7) Indemnity/Insurance Requirements – Vendor will comply with insurance and indemnification requirements set forth in the Town of Pembroke Park RFP.

8) Scope of Services – Vendor will provide citywide underground utility locator services.

9) Other Significant Provisions: n/a

cc: Dr. Wazir Ishmael, City Manager