

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** March 10, 2020

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Renewal of the Original Blanket Purchase Order (PA600133) 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 – Public Utilities/Development Services-Building Division
- 2) Type of Agreement – Renewal of Blanket Purchase Order PA600133
- 3) Method of Procurement (RFP, bid, etc.) – Item was originally approved pursuant to Resolution No. R-2019-209 based upon the Town of Pembroke Park’s RFP No. 05-1295 in accordance with Section 38.40(C)(5) of the Hollywood’s Purchasing Ordinance.

This first renewal is in accordance with Section 38. 48(C)(1).

- 4) Term of Contract:
 - a) initial – one year expiring on April 11, 2020.
 - b) renewals – yes, two additional one year periods. **This is first renewal and contract renewal will expire on April 11, 2021.**
 - c) who exercises option to renew – mutual
- 5) Contract Amount – This first renewal is in the amount of \$420,000.00.
- 6) Termination Rights – Pursuant to the City’s Blanket Purchase Order, the City reserves the right to terminate this blanket purchase order in whole or in part for default (a) if Craig A. Smith & Associates fail to perform in accordance with any of the requirements of the order; or (b) if Craig A. Smith & Associates becomes insolvent or suspends any of its operations or if any petition is filed or proceeding commenced by or against Allied under any state or federal law relating to bankruptcy, reorganization, receivership or assignment for the benefit of creditors. Any such termination will be without liability to City except for completed items delivered and accepted by City. Craig A. Smith & Associates will be liable for excess costs of procurement.
- 7) Indemnity/Insurance Requirements – Yes.

- 8) Scope of Services: Craig A. Smith & Associates will provide utility location services as listed on the blanket purchase order.
 - 9) Other Significant Provisions: n/a
- cc: Dr. Wazir Ishmael, City Manager