

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** August 16, 2021

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Blanket Purchase Agreement with Craig A. Smith & Associates, Inc. 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 and the Building Division
 - 2) Type of Agreement – Blanket Purchase Agreement
 - 3) Method of Procurement (RFP, bid, etc.) – **Piggyback. Town of Pembroke Park RFP No. 05-1295 and Renewal of Agreement.** Section 38.41(C)(5) of the City's Procurement Code.
 - 4) Term of Contract:
 - a) initial – August 25, 2021 to April 11, 2022
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – In an amount not to exceed \$570,000.00.
 - 6) Termination Rights – with or without cause.
 - 7) Indemnity/Insurance Requirements – Yes, pursuant to Town of Pembroke Park RFP and agreement.
 - 8) Scope of Services – Craig A. Smith & Associates, Inc. will provide utility locator services City-wide.
 - 9) Other Significant Provisions- n/a
- cc: Dr. Wazir Ishmael, City Manager