

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** September 4, 2018
FROM: Douglas R. Gonzales, City Attorney
SUBJECT: Proposed Agreement with Key Government Finance, Inc. for Purchase of Cisco Smartnet Maintenance

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 – Information Technology
- 2) Type of Agreement – Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – “Piggyback” exemption
- 4) Term of Contract
 - a) initial – 5 yrs.
 - b) renewals (if any) –
 - c) who exercises option to renew –
- 5) Contract Amount – Not to exceed \$\$600,000.
- 6) Termination rights – Either party can terminate without cause by giving 60 days’ notice.
- 7) Indemnity/Insurance Requirements – Each party will indemnify the other, and Vendor will provide insurance.
- 8) Scope of Services – Vendor will provide hardware and software support for the City’s Cisco network and phone equipment.
- 9) City’s prior experience with Vendor – Yes.
- 10) Other significant provisions – None.

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