

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** August 8, 2019
FROM: Douglas R. Gonzales, City Attorney
SUBJECT: Agreement for Purchase of Computer Equipment

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 – Information Technology
- 2) Type of Agreement – Purchase Order pursuant to Master Agreement
- 3) Method of Procurement (RFP, bid, etc.) – Piggyback
- 4) Term of Contract:
 - a) initial – 4/1/2015–3/31/2020
 - b) renewals (if any) –
 - c) who exercises option to renew –
- 5) Contract Amount – Not to exceed \$89,000
- 6) Termination Rights – City can terminate for convenience by giving 30 days' notice. Vendor can terminate for convenience by giving 60 days' notice.
- 7) Indemnity/Insurance Requirements – Vendor will indemnify City and provide insurance.
- 8) Scope of Services – City will purchase computer equipment from Vendor.
- 9) Other Significant Provisions:

cc: Dr. Wazir Ishmael, City Manager