

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: June 29, 2017

FROM: Alan Fallik, Acting City Attorney

SUBJECT: Proposed Agreement with SHI International Corp. for Purchase of a Hosted E-mail Solution and Professional Services with 3 yrs. of 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 – 3 yrs.
 - b) renewals (if any) – One 3-yr. renewal
 - c) who exercises option to renew – Renewal requires agreement of both parties.
- 5) Contract Amount – \$228,000 (est.) in year one, \$170,000 (est.) in years two and three.
- 6) Termination rights – City can terminate without cause effective immediately.
- 7) Indemnity/Insurance Requirements – Vendor will indemnify City and provide insurance.
- 8) Scope of Services – Vendor will sell to City a hosted Microsoft e-mail solution and professional services with three years of maintenance.
- 9) City’s prior experience with Vendor – None.
- 10) Other significant provisions – None.

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