

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** November 23, 2020

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Agreement with Dell Financial Services, L.L.C. for Lease of Panasonic Laptops

I have reviewed the above captioned agreement for form and legality. The general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Information Technology
- 2)
- 2) Type of Agreement – Lease
- 3) Method of Procurement (RFP, bid, etc.) – “Piggyback” exemption
- 4) Term of Contract -
 - a) initial – 3 yrs.
 - b) renewals (if any) –
 - c) who exercises option to renew –
- 5) Contract Amount – 3 annual payments in the estimated amount of \$301,873.60 each.
- 6) Termination rights – For cause only.
- 7) Indemnity/Insurance Requirements – City will indemnify Lessor.
- 8) Scope of Services – Consultant will lease to City 350 laptops with related support, docking stations and mounting hardware.
- 9) City’s prior experience with Vendor (if any) – Yes.
- 10) Other significant provisions – None.

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