

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** September 13, 2017

**FROM:** Alan Fallik, Acting City Attorney

**SUBJECT:** Proposed Agreement with Sharp Business Systems for Multifunctional Copier Equipment

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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 – Procurement Services
- 2) Type of Agreement – Blanket purchase order for lease of equipment
- 3) Method of Procurement (RFP, bid, etc.) – "Piggyback" exemption.
- 4) Term of Contract
  - a) initial – 4 yrs.
  - b) renewals (if any) -
  - c) who exercises option to renew -
- 5) Contract Amount – \$198,000 per yr. (est.)
- 6) Termination rights – For cause only.
- 7) Indemnity/Insurance Requirements – Vendor will indemnify the City.
- 8) Scope of Services – Vendor will provide leased copiers as needed. Currently, the City has 87 leased copiers.
- 9) City's prior experience with Vendor (if any) – Yes.
- 10) Other significant provisions – None.

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