

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** May 22, 2014

FROM: Jeffrey P. Sheffel
City Attorney

SUBJECT: Proposed Agreement with Audio Visual Innovations for Audio/Visual System Upgrades in City Hall Rooms 215 and 219

I have discussed the above Agreement with the participating Department/Office, and the general business terms and other significant provisions which are proposed are as follows:

- 1) Department/Office involved – Public Affairs and Marketing
- 2) Type of Agreement – Purchase order
- 3) Method of Procurement (RFP, bid, etc.) – Bid
- 4) Term of Contract
 - a) initial – Installation of all equipment must be completed prior to 9/2/2014.
 - b) renewals (if any) -
 - c) who exercises option to renew -
- 5) Contract Amount - \$142,252.69 (est.)
- 6) Termination rights – For cause only.
- 7) Indemnity/Insurance Requirements – Standard provisions for both are in the agreement.
- 8) Scope of Services – Vendor will upgrade audio/visual systems in City Hall Rooms 215 and 219.
- 9) Other significant provisions - None.

cc: Cathy Swanson-Rivenbark, City Manager