

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: 5/8/24

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Purchase Order to Granicus Inc. for the Purchase of Hardware, Software, and Maintenance Services for an Amount Up to \$55,000.00 for the Period from May 15, 2024 Through September 30, 2024, In Accordance with Section 38.41(C)(11)(A) of the Procurement Code. (Other Contractual Services Not Subject to Competitive Procurement)

I have reviewed the above referenced matter with the participating Department/Office(s), and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Department of Information Technology
- 2) Type of Agreement – Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – n/a
- 4) Term of Contract:
 - a) initial – May 15, 2024 – September 30, 2024
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
- 5) Contract Amount – up to \$55,000.00
- 6) Termination Rights – n/a
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – hardware, software, and maintenance services to support and augment existing City systems
- 9) Other Significant Provisions:

cc: George R. Keller, Jr. CPPT, City Manager