

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** August 31, 2015

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Agreement with Greyson Communications, Inc., d/b/a Greyson Technologies for Purchase and Delivery of Cisco Network Switches

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 – Delivery within 30 days of receipt of purchase order
 - b) renewals (if any) –
 - c) who exercises option to renew –
- 5) Contract Amount – Not to exceed \$136,863.40.
- 6) Termination rights – For cause only.
- 7) Indemnity/Insurance Requirements – Each party indemnifies the other..
- 8) Scope of Services – Vendor will sell and deliver 16 Cisco Network switches to City.
- 9) City’s prior experience with Vendor – None.
- 10) Other significant provisions – None.

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