

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: April 1, 2014

FROM: Jeffrey P. Sheffel
City Attorney

SUBJECT: Purchase Order with Insight Public Sector, Inc. for the purchase of 28 Panasonic Toughbook laptops with associated technology

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 – Police

2) Type of Agreement – Purchase Order

3) Method of Procurement (RFP, bid, etc.) – Piggyback from Fairfax County, Virginia Contract No. RQ09-997736-42B. Section 38.40(C)(5) of the City's Purchasing Ordinance allows the Director to procure, without following formal procedures, all goods and services which are subject of contracts with the state, its political subdivisions, the United States government, other governmental entities, or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof, provided however, the goods and services are: (i) the subject of a price schedule negotiated by the state or the United States government, or (ii) the subject of a contract with another governmental entity or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof, which contract is based strictly on competitive bids or competitive proposals and not on any preference.

4) Term of Contract-

- a) initial- n/a (one time purchase)
- b) renewals (if any) – n/a
- c) who exercises option to renew – n/a

5) Contract Amount – In an amount not to exceed \$132,440.00. (2012 Urban Area Security Initiative Grant funds will be utilized for in the amount of \$119,257.95 for this purchase with the balance in the amount of \$13,300.00 to be allocated from the maintenance machinery account).

6) Termination rights – With or without cause with 30 days notice.

7) Indemnity/Insurance Requirements –Yes.

8) Scope of Services – Insight Public Sector, Inc. will provide Panasonic Laptops with accessories under similar pricing, terms and conditions set forth in the Fairfax County Contract. The laptops come with a 4 year warranty.

9) City's prior experience with Vendor (if any) – yes.

TERM SHEET FOR PURCHASE OF PANASONIC LAPTOPS

10) Other significant provisions – none

cc: Cathy Swanson-Rivenbark, City Manager