

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** March 23, 2022

**FROM:** Douglas R. Gonzales, City Attorney

**SUBJECT:** Dell Financial Agreement for Lease of 300 Laptops for Four Years, including Maintenance (Best Interest)

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I have reviewed the above captioned agreement for form and legality. The general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Purchasing and Information Technology
- 2) Type of Agreement – Lease of 300 Laptops for Four Years, including Maintenance, for Various Departments
- 3) Method of Procurement (RFP, bid, etc.) – Best Interest
- 4) Term of Contract
  - a) Initial – 4 years
  - b) Renewals (if any) – Optional month to month or fixed term lease
  - c) Who exercises option to renew – mutual exercise
- 5) Contract Amount – \$83,090.28/year, \$332,361.12 over 4 years
- 6) Termination rights – For cause termination
- 7) Indemnity/Insurance Requirements – Vendor indemnifies City
- 8) Scope of Services – Lease of 300 Dell Latitude 5520 Laptops for Four Years, including Maintenance, for Various Departments
- 9) City's prior experience with Vendor (if any) – City currently has a lease agreement with this vendor for similar services, and has had a long-standing relationship with this vendor.
- 10) Other significant provisions – City has the option to purchase the laptops at then fair market value at the conclusion of the lease term, return the products, or renew the lease on a month-to-month or fixed term basis.

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