

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: February 25, 2016

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Agreement with N. Harris Computer Corporation for Maintenance & Support of GEMS/FMS Application Software

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.) – “Sole source” exemption
- 4) Term of Contract
 - a) initial – 1 yr.
 - b) renewals (if any) –
 - c) who exercises option to renew –
- 5) Contract Amount – Not to exceed \$81,880.52.
- 6) Termination rights – For cause only.
- 7) Indemnity/Insurance Requirements – Vendor will indemnify City.
- 8) Scope of Services – Vendor will provide maintenance and support of the GEMS/FMS application software.
- 9) City’s prior experience with Vendor – Yes.
- 10) Other significant provisions – None.

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