

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** June 8, 2020

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

**SUBJECT:** Agreement with MCCI, LLC for Purchase, Implementation and Maintenance of Laserfiche Rio Software

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

- 1) Department/Division involved – Information Technology
- 2) Type of Agreement – Master Services Agreement
- 3) Method of Procurement (RFP, bid, etc.) – Piggyback
- 4) Term of Contract:
  - a) initial – 1 yr.
  - b) renewals (if any) – 1-yr. renewals
  - c) who exercises option to renew – Renewals are automatic.
- 5) Contract Amount – \$240,000 (estimated three-year amount)
- 6) Termination Rights – Either party can terminate for convenience by giving 30 days' notice.
- 7) Indemnity/Insurance Requirements – Each party will indemnify the other. Vendor will provide insurance.
- 8) Scope of Services – Vendor will sell to City, implement and maintain Laserfiche Rio software.
- 9) Other Significant Provisions: None

cc: Dr. Wazir Ishmael, City Manager