

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** October 19, 2020

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

**SUBJECT:** Proposed Agreement with Dell Marketing, L.P. for Laptops and Related Accessories

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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 – Information Technology
- 2) Type of Agreement – Purchase order
- 3) Method of Procurement (RFP, bid, etc.) – “Piggyback” exemption
- 4) Term of Contract
  - a) initial – Delivery will be as soon as reasonably practicable after documents are signed.
  - b) renewals (if any) –
  - c) who exercises option to renew –
- 5) Contract Amount – \$144,622 (est.).
- 6) Termination rights – For cause only.
- 7) Indemnity/Insurance Requirements – Vendor will indemnify City and provide insurance.
- 8) Scope of Services – Vendor will sell to City 88 laptops, docking stations and monitors.
- 9) City’s prior experience with Vendor (if any) – Yes.
- 10) Other significant provisions – None.

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