

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** April 21, 2016  
**FROM:** Jeffrey P. Sheffel, City Attorney  
**SUBJECT:** Proposed Blanket Purchase Order with Mac Papers, Inc.

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I have discussed the above Agreement with the participating Department/Office, and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Procurement Services
  - 2) Type of Agreement – Blanket Purchase Order
  - 3) Method of Procurement (RFP, bid, etc.) – Section 38.40 (C)(5) of the 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 – One year term from 10/15/2014 – 10/17/2015
    - b) renewals (if any) – Extension from 10/18/2015 – 03/25/2016. This will be an additional 6 month extension.
    - c) who exercises option to renew – Mutual agreement of the parties.
  - 5) Contract Amount – Estimated \$35,000 for six month term.
  - 6) Termination Rights – Either party may terminate with cause.
  - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
  - 8) Scope of Services – Contractor shall supply and deliver office copy paper, virgin and recycled to various departments within the City.
  - 9) Other Significant Provisions – Competitively bid by State of Florida, Bid No. 645-120-10-1.
- cc: Dr. Wazir Ishmael, City Manager