

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: May 3, 2021

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Agreement with Original Impressions, LLC for Presort Mail and Fulfillment Services

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 – City Clerk
- 2) Type of Agreement – Blanket Purchase Agreement
- 3) Method of Procurement (RFP, bid, etc.) – Bid
- 4) Term of Contract
 - a) initial – Three yrs.
 - b) renewals (if any) – Two two-year renewals
 - c) who exercises option to renew – Renewal requires approval of both parties.
- 5) Contract Amount – \$131,759/yr. (est.)
- 6) Termination rights – For cause only.
- 7) Indemnity/Insurance Requirements – Vendor will indemnify City and provide insurance.
- 8) Scope of Services – Vendor will provide presort mail and fulfillment services, including daily and bulk mail services.
- 9) City's prior experience with Vendor – No.
- 10) Other significant provisions – None.

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