



City of Hollywood, Florida

2600 HOLLYWOOD BLVD. • P.O. Box 229045 • ZIP 33022-9045

DATE: **September 12, 2016**

RE: BLANKET ORDER # **B002926**

PRODUCT/SERVICE: **Desktop Delivery of Virgin & Recycled Copy Paper (white and various colors)**

Mac Papers, Inc.
Attn: Chris Jones
5900 NW 176 Street
Miami, Florida 33015

Telephone Contact: **305-362-9699**
FAX: **305-362-0262**
Email: chris.jones@macpapers.com

Dear Vendor:

This is to inform you that the City of Hollywood, Florida is entering into a Blanket Order with your Company based on one of the following:

- | | | |
|-------------------------------------|--|------------------------|
| <input type="checkbox"/> | FORMAL BID # | |
| <input type="checkbox"/> | INFORMAL BID # | DATED: |
| <input type="checkbox"/> | RENEWAL OF FORMAL BID # | DATED: |
| <input type="checkbox"/> | EXTENSION OF FORMAL BID/RFP# | DATED: |
| <input type="checkbox"/> | WRITTEN QUOTATION # | DATED: |
| <input type="checkbox"/> | VERBAL QUOTATION PER | DATED: |
| <input checked="" type="checkbox"/> | STATE OF FLORIDA CONTRACT # 14111500-15-1 | DATED: 07/19/16 |
| <input type="checkbox"/> | BROWARD COUNTY BID # | |
| <input type="checkbox"/> | OTHER: Desktop Delivery | |

The term of this order is **10/05/2016** through **07/18/2021**. **(Initial Five (5) Period With One (1) Renewal Option Not To Exceed The Initial Five (5) Year Period).**

The estimated dollar value is **\$60,000.00 annually**. **(Approved via Resolution R-2016-XXX on October XX, 2016).**

The obligations of the City of Hollywood under this order are subject to the availability of funds lawfully appropriated for its purpose by the City Commission and are subject to the terms and conditions contained on the Purchase Order form.

Certificates of insurance meeting the requirements of the Risk Manager and naming the City of Hollywood as additional insured must be provided. Please email to rdierks@hollywoodfl.org or fax copies to Procurement Services at 954-921-3086.

The City of Hollywood Departments will issue hard copy orders against this Blanket Order as your authorization to deliver. All invoices must reference each unique document number.

If you have any questions, please contact **Ralph Dierks** at (954) 921-**3223**.

c: All Departments, Offices & Divisions
Financial Services