

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** April 21, 2015

**FROM:** Jeffrey P. Sheffel, City Attorney

**SUBJECT:** Proposed Blanket Purchase Order with Arrowmail Presort Co., 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 – Office of the City Clerk, Department of Financial Services, Department of Public Utilities
- 2) Type of Agreement – Blanket Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – Cooperative Purchase competitively bid by the City of Fort Lauderdale. Section 38.46 of the City of Hollywood Code of Ordinances provides that the Director shall have the authority to join with other governmental entities in cooperative purchasing plans when the best interests of the city would be served thereby.
- 4) Term of Contract
  - a) initial – One year
  - b) renewals (if any) – Three additional one year periods (This if first one year renewal period)
  - c) who exercises option to renew – City
- 5) Contract Amount – \$174,000.00 Estimated
- 6) Termination Rights – Either party may terminate for cause.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – Contractor shall provide presort mail and fulfillment services including daily and bulk mail services.
- 9) Other Significant Provisions – Bid by the City of Fort Lauderdale as lead agency of the Southeast Florida Governmental Cooperative Purchasing Group, Bid No. 733-11241

cc: Wazir Ishmael, City Manager