

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: August 27, 2014

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Agreement with Atrium Personnel, Inc., d/b/a TransHire, for Temporary Employment 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 – Human Resources
- 2) Type of Agreement – Blanket Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – “Best interest” exemption
- 4) Term of Contract
 - a) initial – Indefinite
 - b) renewals (if any) –
 - c) who exercises option to renew –
- 5) Contract Amount - \$315,000 in FY 2013 (est.), \$620,000 in FY 2014 (est.) and not-to-exceed \$200,000 in FY 2015.
- 6) Termination rights – City can terminate without cause by giving 7 days’ notice.
- 7) Indemnity/Insurance Requirements – Developer will indemnify City and provide insurance.
- 8) Scope of Services – Vendor will furnish temporary employment services on an as-needed basis.
- 9) City’s prior experience with Vendor – Yes.
- 10) Other significant provisions – City can hire any worker furnished by vendor without any financial obligation to vendor.

cc: Cathy Swanson-Rivenbark, City Manager