

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: September 23, 2014

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Agreement with Mac Paper, Inc. for Office Paper

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 – Procurement Services
- 2) Type of Agreement – Blanket Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – “Piggyback” exemption
- 4) Term of Contract
 - a) initial – 1 yr.
 - b) renewals (if any) – Four 1-yr. renewals
 - c) who exercises option to renew – Renewal requires agreement of both parties.
- 5) Contract Amount - \$55,000 (est.) for this renewal period.
- 6) Termination rights – City can terminate immediately without cause.
- 7) Indemnity/Insurance Requirements – Developer will indemnify City.
- 8) Scope of Services – Vendor will sell office paper to City.
- 9) City’s prior experience with Vendor – Yes.
- 10) Other significant provisions – None.

cc: Cathy Swanson-Rivenbark, City Manager