

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** September 26, 2019
FROM: Douglas R. Gonzales, City Attorney
SUBJECT: Proposed Blanket Purchase Order with Tribune Direct d/b/a
Conversion Alliance for the New Horizons Quarterly Newsletter

I have reviewed the above referenced Agreement with the participating Department/Office(s), and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Communications, Marketing and Economic Development
- 2) Type of Agreement – Blanket Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – Bid F-4618-19-JE
- 4) Term of Contract:
 - a) initial – One year
 - b) renewals (if any) – Three additional one year terms
 - c) who exercises option to renew – Mutual agreement of the parties
- 5) Contract Amount – Estimated annual amount of \$75,000.00
- 6) Termination Rights – Either party may terminate for cause. City may terminate for convenience.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – Contractor shall provide a quarterly newsletter (printing, list and mail preparation services).
- 9) Other Significant Provisions: n/a

cc: Dr. Wazir Ishmael, City Manager