

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: January 15, 2015

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Agreements with A and Associates, Albion Staffing Solutions, Tampa Service Co., d/b/a Pacesetter Personal Services and Alpha 1 Staffing 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 orders
- 3) Method of Procurement (RFP, bid, etc.) – Cooperative purchase (bid by City of Coral Springs as lead agency)
- 4) Term of Contract
 - a) initial – 2 yrs. (Hollywood is joining this program in the 2d yr. of the initial term.)
 - b) renewals (if any) – Two 2-yr. renewal terms
 - c) who exercises option to renew – Renewal requires approval of both parties.
- 5) Contract Amount - \$91,248 per yr. (est.)
- 6) Termination rights – For cause only.
- 7) Indemnity/Insurance Requirements – Vendors will indemnify City and provide insurance.
- 8) Scope of Services – Vendors will provide blue collar and white collar temporary employment services.
- 9) City's prior experience with Vendor – None.
- 10) Other significant provisions – None.

cc: Wazir A. Ishmael, Ph.D., City Manager