

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** November 14, 2022
FROM: Douglas R. Gonzales, General Counsel
SUBJECT: Proposed Blanket Purchase Agreement with Cay Industries, Inc.
d/b/a Print Dynamics

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 Agreement
- 3) Method of Procurement (RFP, bid, etc.) – Bid IFB-4751-22-SK
- 4) Term of Contract:
 - a) initial – Two years
 - b) renewals (if any) – Two additional two year terms
 - c) who exercises option to renew – Mutual agreement of the parties
- 5) Contract Amount – \$130,084.00
- 6) Termination Rights – City, acting through its City Manager or his/her designee, reserves the right to terminate the order in whole or in part for default (a) if Contractor fails to perform in accordance with any of the requirements of the order or (b) If Contractor becomes insolvent or suspends any of its operations or if any petition is filed or proceeding commenced by or against Contractor under any State or Federal Law relating to bankruptcy, reorganization, receivership or assignment for the benefit of creditors. Any such termination will be without liability to City except for completed items delivered and accepted by the City. Contractor, will be liable for excess costs of reprourement.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – Contractor shall provide printing, list and mail preparation services for the City’s New Horizons Newsletter.
- 9) Other Significant Provisions: n/a

cc: Dr. Wazir Ishmael, City Manager