

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** October 2, 2014

**FROM:** Jeffrey P. Sheffel, City Attorney

**SUBJECT:** Proposed Blanket Purchase order with Office Depot, Inc.

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I have discussed the above Agreement with the participating Department/Office, and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Procurement Services
  - 2) Type of Agreement – Blanket Purchase Order
  - 3) Method of Procurement (RFP, bid, etc.) – Cooperative Purchase (RFP Number 13-23R) competitively bid by the City of Tamarac acting as lead agency for the Southeast Florida Governmental Purchasing Cooperative. Section 38.46 of the City of Hollywood Code of Ordinances provides that the Director shall have the authority to join with other governmental entities in cooperative purchasing plans when the best interests of the city would be served thereby.
  - 4) Term of Contract
    - a) initial – Three year term (This is second one-year term)
    - b) renewals (if any) – One additional three year term
    - c) who exercises option to renew – City
  - 5) Contract Amount – \$145,000.00
  - 6) Termination Rights – This Agreement may be terminated by the City for convenience upon seven (7) days advance written notice by the City to the Contractor.
  - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
  - 8) Scope of Services – Contractor shall provide an Office Supply Procurement Program including delivery to all City Departments and Divisions.
  - 9) Other Significant Provisions – n/a
- cc: Cathy Swanson-Rivenbark, City Manager