

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: October 14, 2014

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Agreement with Gold Coast Publishing, d/b/a Direct/Sun-Sentinel for Printing, List and Mail Preparation Services for New Horizons

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 – Public Affairs and Marketing
- 2) Type of Agreement – Blanket Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – Bid
- 4) Term of Contract
 - a) initial – 1 yr.
 - b) renewals (if any) – Two 1-yr. renewal periods (This is the 2nd renewal period)
 - c) who exercises option to renew – Renewal requires the agreement of both parties.
- 5) Contract Amount – \$60,000 (est.)
- 6) Termination rights – The City can terminate without cause.
- 7) Indemnity/Insurance Requirements – Vendor will indemnify City and provide insurance.
- 8) Scope of Services – Vendor will provide printing, list and mail preparation services for New Horizons.
- 9) Other significant provisions – None.

cc: Cathy Swanson-Rivenbark, City Manager