

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: December 28, 2017

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Agreement with Arrowmail Presort Company for Presort Mail & Fulfillment 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 – Procurement Services
- 2) Type of Agreement – Blanket Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – “Best interest” exemption
- 4) Term of Contract
 - a) initial – 1 yr.
 - b) renewals (if any) –
 - c) who exercises option to renew –
- 5) Contract Amount – \$146,210 (est.)
- 6) Termination rights – For cause only.
- 7) Indemnity/Insurance Requirements – Vendor will comply with City requirements.
- 8) Scope of Services – Vendor will provide presort mail and fulfillment services, including daily & bulk mail services for all City mail.
- 9) City’s prior experience with Vendor – Yes.
- 10) Other significant provisions – None.

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