

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** August 7, 2023

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Blanket Purchase Agreement with Cathedral Corporation, LLC, for utility bill print and mailing services. Services include supply of printed stock, printed envelopes, printing, folding, insertion, and mailing of customer bill statements, in an annual amount up to \$300,000.00, for a period of three years with an option to renew for two additional one-year periods in accordance with 38.43(A) of the Procurement Code

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 – Public Utilities
- 2) Type of Agreement – Blanket Purchase Agreement
- 3) Method of Procurement (RFP, bid, etc.) – IFB: Bid #064-23-JJ, Section 38.48(A) of the Procurement Code. Section 38.48(A) provides that when any goods, supplies, materials, equipment or services are purchased and when the estimated purchase amount, whether annual or not to be paid by the City shall exceed \$50,000, notice thereof shall be advertised as required by statute and published by the City requesting bids as set forth in § [38.43](#)(C), of the Procurement Code.
- 4) Term of Contract:
 - a) initial – September 28, 2023 to September 27, 2026
 - b) renewals (if any) – Two additional one year periods
 - c) who exercises option to renew – Mutual
- 5) Contract Amount – Estimated annual amount up to \$300,000.00
- 6) Termination Rights –Upon thirty (30) days written notice to Contractor, City may, without cause and without prejudice to any other right remedy, terminate the agreement for City's convenience whenever City determines that such termination is in the best interests of City.
- 7) Indemnity/Insurance Requirements – City may terminate with or without cause by providing prior written notice.
- 8) Scope of Services – Execution of a Blanket Purchase Agreement for utility bill print and mailing services including printed stock, printed envelopes,

printing, folding, insertion, and mailing of customer bill statements in an annual amount up to \$300,000.00

9) Other Significant Provisions: None

cc: George R. Keller, Jr. CPPT, City Manager