

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** July 25, 2018

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Blanket Purchase Order with Cathedral Corporation for Utility Bill Print and Mailing Services

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 – Public Utilities
- 2) Type of Agreement – Blanket Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – **Piggyback Hernando County: Bid #18-T00039/DK.** Section 38.40(C)(5) of the City’s Purchasing Ordinance allows the Director to procure, without following formal procedures, all goods and services which are subject of contracts with the state, its political subdivisions, the United States government, other governmental entities, or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof, provided however, the goods and services are: (i) the subject of a price schedule negotiated by the state or the United States government, or (ii) the subject of a contract with another governmental entity or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof, which contract is based strictly on competitive bids or competitive proposals and not on any preference.
- 4) Term of Contract
 - a) Initial – Two years
 - b) Renewals (if any) – Three additional one year term renewal options
 - c) Who exercises option to renew – mutual
- 5) Contract Amount – In an estimated annual amount of \$263,658.58
- 6) Termination rights – with or without cause
- 7) Indemnity/Insurance Requirements – Vendor will comply with applicable insurance requirements and indemnifies the city in accordance with Hernando County’s terms and conditions.
- 8) Scope of Services – Vendor will utility bill print and mailing services.

TERM SHEET FOR CATHEDRAL CORPORATION

9) City's prior experience with Contractor (if any) – N/A

10) Other significant provisions – N/A

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