

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** August 31, 2021

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Second Renewal of Blanket Purchase Order No. B003181 with Cathedral Corporation for Utility Bill Print and Mail Services.

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 – Second Renewal of Agreement.
 - 3) Method of Procurement (RFP, bid, etc.) – Item was originally approved pursuant to Resolution No. R-2018-264 based upon Hernando County's Bid No. 18-T00039/DK in accordance with Section 38.40(C)(5) of the Hollywood's Purchasing Ordinance as a Piggyback. First Renewal was approved pursuant to Resolution No. R-2020-190.
 - 4) Term of Contract:
 - a) initial – two years.
 - b) renewals – yes, three additional one year periods. **This is the second renewal.**
 - c) who exercises option to renew – mutual
 - 5) Contract Amount – This first renewal is in the amount of \$263,658.58.
 - 6) Termination Rights – City may terminate for convenience upon seven days written notice. City may also terminate for cause. In the event that the Vendor abandons the Agreement or causes it be terminated, Vendor indemnifies the City against loss pertaining to the termination.
 - 7) Indemnity/Insurance Requirements – Yes.
 - 8) Scope of Services: Vendor will provide billing services including printed stock, printed envelopes, printing, folding, insertion and mailing of customer user statements.
 - 9) Other Significant Provisions: n/a
- cc: Dr. Wazir Ishmael, City Manager