CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM

TO: Mayor and Commissioners **DATE:** February 16, 2017

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Blanket Purchase Order with Cathedral Corporation

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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.) – Section 38.40 (C)(5) of the 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 – January 2014 – December 2014
    b) renewals (if any) – This is third and final one year renewal period
    c) who exercises option to renew – Mutual agreement of the parties

5) Contract Amount – $265,000.00

6) Termination Rights – Either party may terminate with cause.

7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.

8) Scope of Services – Contractor shall provide billing services such as monthly printing of approximately 40,000 utility bills, folding, envelope stuffing and mailing of customer statements along with desired inserts.

9) Other Significant Provisions – Competitively bid by Hernando County

cc: Wazir Ishmael, City Manager