



Purchasing Division
Noel C. Taylor Municipal Building
215 Church Avenue, S.W.
Room 202
Roanoke, Virginia 24011

November 16, 2020

Smart Communications Holding, Inc.
Attn: James Logan, Vice President
4522 West North B Street
Tampa, FL 33609

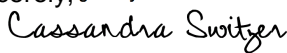
Subject: Mutual Contract Renewal for City of Roanoke Contract Number AQC6A8 (PSS#17-018) – Mailguard System

Dear Mr. Logan,

The current contract expired on August 31, 2020. The City of Roanoke would like to renew the above contract for an additional two (2) year term. By mutual agreement of the parties, the new term will be retroactively to September 1, 2020 through August 31, 2022. Please advise concerning your intention by signing in the appropriate space listed below.

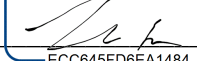
Please provide an updated Certificate of Insurance (COI) in accordance to the Insurance Requirements agreed to by the parties under the Contract. The following language must be included in the description of operations section of the COI: ***The City of Roanoke, its officers, agents, volunteers and employees as additional insureds except with regard to the worker's compensation and employers' liability coverages which shall contain a waiver of subrogation in favor of the City.*** The certificate holder should be the ***City of Roanoke, Attn: Purchasing Division, 215 Church Avenue, SW, Room 202, Roanoke, VA 24011.***

Sincerely,
Signed by:


Cassandra Switzer
Senior Buyer, VCA

MUTUAL CONTRACT RENEWAL FORM
CONTRACT NO. AQC6A8
2020/2021 RENEWAL
FOR: MAILGUARD SYSTEM

Vendor agrees to renew the contract for an additional two (2) year term at the same contract price in accordance with the terms and conditions of the subject contract.

Authorized Signature:  Date: 11/18/2020
DocuSigned by: ECC645FD6EA1484...
 Name: Jon Logan Title: CEO
 (please print)

Vendor does not agree to renew the contract for an additional two (2) year term.

Authorized Signature: _____ Date: _____
 Name: _____ Title: _____
 (please print)

Vendor comments regarding to this Contract:

FOR CITY OF ROANOKE USE ONLY

Sheriff agrees to renew the above contract for an additional two (2) year term at the same contract price in accordance with the terms and conditions of the subject contract.

Signature :  Date: 11/18/2020
DocuSigned by: 7285B1D03E7D47F...
 Name: David Bell Title: Chief Deputy
 (please print)

City Manager/Purchasing Manager agrees to renew the above contract for an additional two (2) year term at the same contract price in accordance with the terms and conditions of the subject contract.

Signature : _____ Date: _____
 Name: _____ Title: _____
 (please print)

Funds Availability Funding Source: Revenue ONLY

Signature: n/a Date: n/a