



January 31, 2014

Linda Malak
Contract Administrator
City of Baytown
2123 Market Street
Baytown, Texas 77520

Re: Contract Renewal

Dear Linda,

Thank you for putting your trust in DataProse and allowing us to handle your bill processing and printing production process. This letter serves as notice of our intent to renew the contract with the City of Baytown. The contract renewal will begin on January 31, 2014 and will continue for a period of not less than one (1) year, ending on January 31, 2015.

As busy as you are, I'm sure it's virtually impossible to stay informed of every issue, every day – I urge you to let me know if you need anything else in this process. My direct phone number is (972) 462-5410.

Once again, thank you very much and I look forward to hearing from you.

Sincerely,

Curtis Nelson
COO, DataProse, LLC

Acknowledgement:

By: J. Lewis Potts

Title: POUCH. MGR.

Date: 2-2-2014

Linda.Malak

From: Bill Murray <bmurray@dataprose.com>
Sent: Friday, January 31, 2014 11:49 AM
To: Linda.Malak
Subject: RE: CITY OF BAYTOWN - ANNUAL OUTSOURCING OF UTILITY BILLS 026-14

Hi Linda,

Thanks for reaching out. Christine Carroll, our Client Services Manager, will be reaching out to you soon.

Regards, Bill

WILLIAM K MURRAY | CEO | 408.255.5006 OFFICE | 972.462.5428 FAX



From: Linda.Malak [<mailto:Linda.Malak@baytown.org>]
Sent: Friday, January 31, 2014 9:45 AM
To: Bill Murray
Subject: CITY OF BAYTOWN - ANNUAL OUTSOURCING OF UTILITY BILLS 026-14

Your contract described above expires on 1-31-14. If you would like to exercise your renewal option for another term for the same compensation, please submit your request in writing via email, fax, or letter to my attention.

We will need an updated certificate of insurance with the City, its officers, agents and employees added as Additional Insured to all liability policies.

If you have any questions, please feel free to contact me.

I apologize for the short notice. I overlooked getting this out to you.

I see where your company is now DataProse. I will take care of the changes.

Thanks.

Linda Malak
Contract Administrator
City of Baytown
2123 Market Street
Baytown, Texas 77520

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linda.malak@baytown.org