

Date: May 24, 2021



Eastern Region – Salisbury University

May 12, 2021

Andrew Bradshaw
Mayor
City of Cambridge
410 Academy St.
Cambridge, MD 21613

Dear Mayor Bradshaw:

Thank you for taking the time to meet with Rich Loeffler and me last night. As we discussed, we have appreciated the partnership with the City over the past years, allowing us to rent office space at the City Hall. This space has allowed us to serve a range of current and prospective entrepreneurs in a convenient location, helping support the small business community in Cambridge.

We also discussed the Cambridge Chamber of Commerce's recent move to the former bank building on High Street, and their vision for a hub of business support. We believe that this vision, once complete, will enhance the ease of providing services to the small business community. Based on that discussion, and your agreement that the facility would be an enhancement for the entrepreneurs of Cambridge, we would like to move forward with relocating to the Chamber building. This move would also free up space for the City in the City Hall building.

I am requesting the City allow the SBDC to end their "RENEWAL OF SERVICES AND FACILITIES AGREEMENT" of November 23, 2020 between THE COMMISSIONERS OF CAMBRIDGE and THE MARYLAND SMALL BUSINESS DEVELOPMENT CENTER, EASTERN SHORE REGION running OCTOBER 1, 2020 until SEPTEMBER 30, 2023, effective June 30, 2021. Our last lease payment of \$100 per month would be for June 2021. This is pending the confirmation that the space at the Chamber building is still available.

If acceptable to you and the Commissioners, please reply with an agreement to terminate as noted above. Thank you again for your support of the SBDC.

Sincerely,

John N. Hickman
Regional Director
inhickman@salisbury.edu

Cc: Patrick Comiskey <pcomiskey@choosecambridge.com>
Bill Christopher bill@dorchesterchamber.org
Vanessa Collins

Maryland SBDC – Eastern Region – Salisbury University
1101 Camden Avenue – EC 201; Salisbury, MD 21801
410-546-4419

RENEWAL OF SERVICES AND FACILITIES AGREEMENT

THIS RENEWAL OF SERVICES AND FACILITIES AGREEMENT ("RENEWAL AGREEMENT") entered into this ~~23~~²⁴ day of NOVEMBER, 2020, by and between **THE COMMISSIONERS OF CAMBRIDGE**, a Maryland municipal corporation (hereinafter "CAMBRIDGE"), having an address of 410 Academy Street, Cambridge, Maryland 21613, and **THE MARYLAND SMALL BUSINESS DEVELOPMENT CENTER, EASTERN SHORE REGION ("SBDC")** having an address of 1101 Camden Avenue, Salisbury, Maryland 21801.

WHEREAS, by agreement dated October 20, 2011, the parties hereto entered into an agreement for the leasing of office space by CAMBRIDGE to SBDC, which was last renewed on January 22, 2018 and which expired on September 30, 2019 but was continued on an ongoing basis through September, 30, 2020; and

WHEREAS, SBDC provides consulting services to small businesses in Maryland and desires to continue providing said services to businesses located in the City of Cambridge, Maryland (hereinafter the "City"); and

WHEREAS, CAMBRIDGE desires to continue providing SBDC with office space from which to provide business development consulting services on the same terms as the original Agreement;

NOW, THEREFORE, WITNESSETH that for and in consideration of the mutual promises and covenants set forth herein below, the parties hereby agree as follows:

1. SBDC shall provide business consulting services to the small business community in the City. Said consulting services shall be provided by an experienced and qualified SBDC business consultant employed by Salisbury University, and the office located in the City shall be staffed on an as-needed basis, depending upon client demand.
2. SBDC and the individual SBDC consultant(s) shall be responsible for the consulting and related services and activities, as deemed appropriate by the parties hereto.
3. SBDC agrees to pay unto CAMBRIDGE the cash sum of ONE HUNDRED DOLLARS (\$100.00) per month for the use of the office space being provided by CAMBRIDGE, and for telephone charges and copying expenses incurred as part of the consulting services in the City; said sum shall be due on the FIRST (1st) day of each month, beginning OCTOBER 1, 2020, and continuing on the FIRST (1st) day of each consecutive month thereafter until SEPTEMBER 30, 2023 ("Termination Date").
4. CAMBRIDGE shall provide office space to SBDC for the purpose of SBDC providing business consulting services as set forth herein, which office space shall be located in the municipal building located at 410 Academy Street, Cambridge, Maryland.
5. CAMBRIDGE shall provide to SBDC telephone/internet service in the office space.
6. CAMBRIDGE shall provide to SBDC access to and usage of photocopying equipment for use in the business consulting services.
7. CAMBRIDGE shall provide to SBDC signage space to assist clients, prospective clients and the public in locating the SBDC office, which said signage space shall be selected and approved by CAMBRIDGE.

- 8. CAMBRIDGE shall provide access to parking, including the use of the designated handicapped parking space in compliance with SBDC needs and any federal and/or State regulations.
- 9. This Renewal Agreement shall cover the period from OCTOBER 1, 2020 through SEPTEMBER 30, 2023, at which time it shall automatically terminate, absent a written agreement to extend or renew its terms.
- 10. Either party shall have the right to cancel this Agreement upon thirty (30) days advanced written notice being provided to the other party.
- 11. The terms of this Renewal Agreement shall be binding upon and inure to the benefit of the parties hereto and to their successors and assigns.
- 12. This Renewal Agreement shall be governed exclusively by its terms and the laws of the State of Maryland, without regard to principles of conflict of laws.


IN WITNESS WHEREOF, the parties have signed and sealed this Renewal Agreement, the day and year first above written.

WITNESS/ATTEST:

THE COMMISSIONERS OF CAMBRIDGE



 Patrick C. Comiskey, City Manager

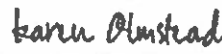
BY:  (Seal)

 Victoria Jackson-Stanley, Mayor

SALISBURY UNIVERSITY

DocuSigned by:


 Beth Walsh, Grants Specialist

DocuSigned by:
 (Seal)

 Dr. Karen Olmstead, Provost and Senior Vice President for
 Academic Affairs
 Salisbury University

APPROVED AS TO FORM:

 City Attorney