

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, APPROVING AND AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE A BLANKET PURCHASE AGREEMENT WITH CATHEDRAL CORPORATION, LLC FOR UTILITY BILL PRINT AND MAILING SERVICES IN AN ANNUAL AMOUNT UP TO \$300,000.00 FOR A PERIOD OF THREE YEARS, WITH AN OPTION TO RENEW FOR TWO ADDITIONAL ONE-YEAR PERIODS, IN ACCORDANCE WITH 38.43(A) OF THE PROCUREMENT CODE.

WHEREAS, the Department of Public Utilities (“Department”) requires a qualified vendor to provide billing services including printed stock, printed envelopes, printing, folding, insertion, and mailing of customer bill statements; and

WHEREAS, Section 38.43 of the Procurement Code states that when the estimated annual cost of goods, supplies, materials, equipment, or services exceeds \$50,000.00, a formal solicitation process shall be completed, which may result in a written contract(s) and/or purchase order(s), after due public notice inviting bids or proposals; and

WHEREAS, on March 6, 2023, Invitation for Bids Number IFB-064-23-JJ was electronically advertised on OpenGov.com and closed on April 5, 2023 in accordance with Section 38.43(A) of the Procurement Code; and

WHEREAS, a total of four bids were received with the below results by the response due date:

<b>NO.</b>	<b>BIDDER</b>	<b>Total Cost</b>
1	Cathedral Corporation, LLC	\$86,556.60
2	DataProse, LLC	\$117,181.00
3	Postal Center International	\$120,080.76
4	InfoSend, Inc.	\$141,044.60

; and

WHEREAS, Cathedral Corporation, LLC (“Cathedral”) was determined to be the lowest responsive, responsible bidder; and

WHEREAS, on April 17, 2023, a Notice of Intent to Award to Cathedral was posted and resulted in no bid protests; and

WHEREAS, the estimated total cost for the proposed services is \$86,556.60 annually, which does not include USPS postage charges; and

WHEREAS, the average postage cost is currently calculated at \$180,000.00 per year; and

WHEREAS, an additional contingency amount of 13% of printing plus postage charges is included in the agreement to cover potential USPS rate increases and additional printing and mailing services, for a total contingency amount of up to \$33,443.40 annually; and

WHEREAS, the Director of Public Utilities and the Chief Procurement Officer recommend that the City Commission approve and authorize the execution of a Blanket Purchase Agreement for utility bill print and mailing services with Cathedral Corporation, LLC for a three-year period, with the option to renew for up to two additional two-year periods, in an annual amount up to \$300,000.00; and

WHEREAS, funding for this agreement has been requested in FY 2024 Operating Budget account number 442.400301.53600.542010.000000.000.000, subject to approval and adoption by the City Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA.

Section 1: That the foregoing "WHEREAS" clauses are ratified and confirmed as being true and correct and are incorporated in this Resolution.

Section 2: That it approves and authorizes the execution, by the appropriate City officials, of a Blanket Purchase Agreement with Cathedral Corporation, LLC, together with such non-material changes as may be subsequently agreed to by the City Manager and approved as to form by the City Attorney.

Section 3: That this Resolution shall be in full force and effect immediately upon its passage and adoption.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, APPROVING AND AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE A BLANKET PURCHASE AGREEMENT WITH CATHEDRAL CORPORATION, LLC FOR UTILITY BILL PRINT AND MAILING SERVICES.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
JOSH LEVY, MAYOR

ATTEST:

\_\_\_\_\_  
PATRICIA A. CERNY, MMC  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
DOUGLAS R. GONZALES  
CITY ATTORNEY