



City of Hollywood, Florida

2600 HOLLYWOOD BLVD. • P.O. Box 229045 • ZIP 33022-9045

DATE: **March 15, 2017**

RE: **BLANKET ORDER #: B002642**

PRODUCT/SERVICE: **Utility Bill Printing and Mailing Services - Final Renewal**

Cathedral Corporation V# 35782

Telephone Contact: 407-351-0232 Ext:157

Attn:Christina Hodges / Leah Reissig

407-351-0232 ext:145

6851 TPC Drive chodges@cathedralcorporation.com

Fax: 407-363-4586

Orlando, FL 32822

Dear Vendor:

This is to inform you that the City of Hollywood, Florida is entering into a Blanket Order with your Company based on one of the following:

- | | | |
|-------------------------------------|--|--------|
| <input type="checkbox"/> | FORMAL BID # | |
| <input type="checkbox"/> | INFORMAL BID # | DATED: |
| <input type="checkbox"/> | RENEWAL OF FORMAL BID # | DATED: |
| <input type="checkbox"/> | EXTENSION OF FORMAL BID/RFP# | DATED: |
| <input type="checkbox"/> | WRITTEN QUOTATION # | DATED: |
| <input type="checkbox"/> | VERBAL QUOTATION PER | DATED: |
| <input type="checkbox"/> | STATE OF FLORIDA CONTRACT # | DATED: |
| <input type="checkbox"/> | BROWARD COUNTY BID # | |
| <input checked="" type="checkbox"/> | OTHER: Piggyback Hernando County, Bid# ITB13-T060 Final Renewal | |

The term of this order is **4/1/2017** through **3/31/2018**

The estimated annual dollar value is **\$265,000.00**.

The obligations of the City of Hollywood under this order are subject to the availability of funds lawfully appropriated for its purpose by the City Commission and are subject to the terms and conditions contained on the Purchase Order form.

The City of Hollywood Departments will issue hard copy orders against this Blanket Order as your authorization to deliver. All invoices must reference each unique document number.

If you have any questions, please contact **Robert Lowery** at (954) 921-**3552**

c: Public Utilities
Wastewater Plant
Underground Utilities
Finance



CITY OF HOLLYWOOD, FLORIDA
PROCUREMENT SERVICES DIVISION

DATE: January 12, 2017 **FILE:** PR-17-046
TO: Steve Joseph, Director, Public Utilities
FROM: Robert Lowery, Contracts Officer, Procurement Services
SUBJECT: Blanket Contract Renewal for Utility Bill Printing and Mailing Services- B002642
-Cathedral Corporation

ISSUE:

The current period of the above contract expires **March 31, 2017**. The contract is renewable for a one (1) year period if it is determined to be in the City's best interest and the vendor agrees to the renewal in writing.

EXPLANATION:

Notification of Intent to Renew must be mailed to the vendor thirty (30) calendar days in advance of the contract expiration date. Accordingly, it is requested that you give this matter your immediate attention thereby providing a timely reply to preclude contract expiration.

If you do not want to renew this contract, please explain the reason(s) in a separate memo. Also note that this contract will expire on the date mentioned above and if a new contract is to be established, you must submit bid specifications.

RECOMMENDATION:

Please reply as soon as possible by returning this memo appropriately filled out, signed and dated along with the attached Contract Renewal Evaluation Form.

Date: January 12, 2017 To: Robert Lowery, Procurement Services

The Director of **Public Utilities** recommends the following:

RENEW the contract under the same terms and conditions. The Budget Account Number to be charged is 42.4003.00000.536.004201.

DO NOT renew this contract. See attached memo explaining the reason(s).

DO NOT renew this contract. DO NOT prepare a replacement bid (items/services no longer needed).

Estimated: annual usage/expenditure is \$265,000.00

By: Steve Joseph, P.E.  1/12/17

Title: Director, Public Utilities



CITY OF HOLLYWOOD, FLORIDA
PROCUREMENT SERVICES DIVISION

Department/Office
Contract Renewal Evaluation

Date: January 12, 2017	Division/Area: Utility Billing
Department/Office: Public Utilities	Title: Deputy Director - Finance
Contact Person: Mark A. Moore	Contact Email: mamooore@hollywoodfl.org
Contact phone number: 954-967-4455	
Purchase Order/Blanket Purchase Order #: B002642	
Contract Expiration Date: March 31, 2017	
Vendor: Cathedral Corporation	Contact Person: Christine Hodges/Leah Reissig
Contact phone number: 407-351-0232	Contact Email: chodges@cathedralcorporation.com
Good/Service: Utility Bill Printing & Mailing Services	Solicitation #: ITB13-T060

1. How would you rate the quality of goods/services?

- Excellent Good Satisfactory Poor

2. How would you rate the courteousness vendor's personnel?

- Excellent Good Satisfactory Poor

3. With regards to the goods or services provided, how satisfied are you with the following items?
 (Please check one per category)

	Excellent	Good	Satisfactory	Poor
Overall Quality	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Value	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequency of Contact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsiveness to request	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Are all goods/services on the contract being performed at the agreed upon time and manner?

- Yes No

If no, please explain?

5. If you contacted the vendor, were all your questions or any issues resolved to your complete satisfaction?

- Yes No Did not need to contact

If no, please explain?



CITY OF HOLLYWOOD, FLORIDA
PROCUREMENT SERVICES DIVISION

Department/Office
Contract Renewal Evaluation

6. Has the invoicing been timely, accurate and in accordance with the contract?

Yes No

If no, please explain?

7. Does the Department/Office recommend renewing a contract based upon the available renewal options when the current agreement expires?

Yes No

If no, please explain?

8. Please state any additional comments about your experience with this vendor and the goods/services provided:

Cathedral Corporation has been very responsive to our requests. They have designated a permanent
Project Manager to communicate with our staff.

Department/Office Director's Name: Steve Joseph, P.E.

Department/Office Director's Signature: _____

 1/18/17



CITY OF HOLLYWOOD, FLORIDA

Procurement Services Division

2600 Hollywood Blvd. · Room 303 · P. O. Box 229045 · Hollywood, Florida 33022-9045
Phone (954)921-3299 · Fax (954)921-3086

January 12, 2017

Cathedral Corporation
Attn: Christine Hodges/Leah Reissig
6851 TPC Drive
Orlando, FL 32822

Dear Vendor:

Our Agreement for Utility Bill Printing and Mailing Services based upon Hernando County, Bid # ITB13-T060, Blanket Purchase Order B002642, expires March 31, 2017.

The Procurement Services Division would like to renew the agreement for a one (1) year renewal period under the terms and conditions utilizing Blanket Purchase Order B002642 (copy attached).

Please advise your interest in renewing this Agreement by marking the appropriate response, signing, and returning this correspondence.

If you are unable to renew this agreement, please explain reason(s) in a separate letter.

Thanks for your help with this matter and as always, please call me at 954-921-3223 if you have questions.

A response as soon as possible would be appreciated.

Sincerely,

Robert Lowery, Contracts Officer
Procurement Services Division

RL/dm

I agree: Marianne W Barge
(Signature)

I disagree: _____

Name: Marianne Barge
(Typed or Printed)

Date: 1/12/17



DEPARTMENT OF PURCHASING AND CONTRACTS

20 NORTH MAIN STREET • ROOM 365 • BROOKSVILLE, FLORIDA 34601
P 352.754.4020 • F 352.754.4199 • W www.HernandoCounty.us

February 8, 2017

(via email: tgoldsmith@cathedralcorporation.com)

Ms. Tara Goldsmith
Cathedral Corporation
6851 TPC Drive
Orlando, FL 32822

RE: Renewal of Contract #13-T060/TKB for Utility Billing Services

Dear Ms. Goldsmith:

Please be advised that the renewal to the above referenced contract with your firm at the current pricing and with the same terms and conditions has been awarded. The effective date of the renewal term is from April 1, 2017 through March 31, 2018.

Thank you for your continued interest in serving the needs of Hernando County. If you have any questions regarding this contract, please contact Diane Kafrissen, Hernando County Purchasing & Contracts at (352) 754-4020.

Sincerely,

A handwritten signature in blue ink that reads "Patty Hall".

Patty Hall, CPPB
Interim - Purchasing and Contracts Manager

PH/dk

pc via email: Gordon Onderdonk, Director of Environmental Services
Nancy Stoops-Libengood, Customer Service Manager
Alisa Pike, Billing/Collections Supervisor
Grace Sheppard, Finance Manager
Rose Ann Haines, Finance Specialist
Clerk of the Court
cc: Finance
Contract File #13-T060