

**NOTICE OF INTENT TO AWARD**

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**BID No.: IFB-064-23-JJ**

**OPENED: APRIL 5, 2023**

**ITEM: UTILITY BILL PRINT AND MAILING SERVICES**

**AWARD BEING RECOMMENDED TO: CATHEDRAL CORPORATION, LLC  
632 ELLSWORTH RD  
ROME, NY 13441**

**DATED AND POSTED: APRIL 17, 2023**

**STEVE STEWART, DIRECTOR, PROCUREMENT AND CONTRACT COMPLIANCE**

**PROCUREMENT SERVICES**

PROTEST: ANY ACTUAL OR PROSPECTIVE BIDDER WHO IS AGGRIEVED IN CONNECTION WITH THIS PENDING AWARD OF THE CONTRACT OR ANY ELEMENT OF THE PROCESS LEADING TO THE AWARD MAY PROTEST TO THE DIRECTOR OF PROCUREMENT SERVICES. THE PROTEST MUST BE FILED WITHIN FIVE (5) BUSINESS DAYS OF THIS POSTING OR ANY RIGHT TO PROTEST IS FORFEITED. THE PROTEST MUST BE IN WRITING, MUST IDENTIFY THE NAME AND ADDRESS OF THE PROTESTER, AND MUST INCLUDE A FACTUAL SUMMARY OF, AND THE BASIS FOR, THE PROTEST. FILING SHALL BE CONSIDERED COMPLETE WHEN THE PROTEST IS RECEIVED BY THE DIVISION OF PROCUREMENT SERVICES

PROTEST DEPOSIT: A DEPOSIT IS REQUIRED FROM THE PROTESTER TO COMPENSATE THE CITY FOR THE EXPENSES OF ADMINISTERING THE PROTEST. IF THE PROTEST IS DECIDED IN THE PROTESTER'S FAVOR, THE ENTIRE DEPOSIT SHALL BE RETURNED TO THE PROTESTER. IF THE PROTEST IS DETERMINED TO BE WITHOUT MERIT, THE DEPOSIT SHALL BE FORFEITED TO THE CITY. THE DEPOSIT SHALL BE IN THE FORM OF CASH, A CASHIER'S CHECK AND SHALL BE IN THE AMOUNT OF 1% OF THE AMOUNT OF THE PENDING AWARD, OR \$3,500, WHICHEVER IS GREATER.

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