



# CITY OF HOLLYWOOD, FLORIDA

## PROCUREMENT SERVICES DIVISION

CITY OF HOLLYWOOD  
PROCUREMENT SERVICES  
DIVISION  
2018 JUL -2 PM 3:47

### Piggybacking Request Form

(Use for purchase(s) over \$25,000, when piggybacking off other contracts)

Date 6/27/2018

Department/Office Public Utilities

Division/Area Utility Billing

Contract Administrator Alberto Jimenez

Title Customer Service Manager

Phone 954-921-3933 / 954-967-4455

Email ajimenez@hollywoodfl.org

1. Requested Vendor Cathedral Corporation

Vendor Number 35782

Address 6851 TPC Drive, Orlando, FL 32822

Contact Person Christina Hodges / Jimmy Lai

Title Client Services/Business  
Development Manager / Project  
Manager

Phone 407-351-0232 Ext 157/145

Email  
chodges@cathedralcorporation.com

2. Contract title requesting to piggyback ITB#18-T00039/DK

Awarding Agency Hernando County Utilities

Contract Expiration Date 9/27/2020

Copy of Contract and Awarding Agency documentation is attached.

Yes  No

3. Product/Service being requested (be specific). Utility Bill Printing and Mailing

4. Detailed description of the products/services function and purpose. Receiving an utility bill print file (XML) and printing on a weekly basis, approximately 40,000 utility bills, envelope stuffing with any desired insert and USPS

*Procurement Service Division use only*

Requisition # R  
(As Applicable)

Purchase Order # P  
(As Applicable)

Blanket Purchase Order # BPO  
(As Applicable)

(Revised 08/2015)

mailing by next day. Then providing back a PDF file of the printed bills to the City. In addition, any other miscellaneous printing requested.

5. Please explain what process the Department/Office took to verify and/or identify this contract. The contract with Hernando County was evaluated to verify it would meet the City of Hollywood's requirements.

6. Were alternative contracts evaluated to determine that the City is obtaining the most advantageous contract pricing for the required product/service?

Yes  No

Please explain N/A

7. Total cost of the requested product/service. \$263,658.58

8. Total estimated annual (fiscal year) cost of requested product/service \$263,658.58

Account Number(s) 42.4003.00000.536.004201

9. Is this product/service covered by a warranty?  Yes  No

If yes, please attach a copy of the warranty details.

10. Would this purchase(s) result in the potential of future purchases for related products/services being restricted to a particular vendor or create a specific vendor as sole source provider for related items?

Yes  No

If yes, please describe the related products/services and estimated cost(s.) N/A

11. Would this purchase(s) result in any future maintenance costs which are not included in the initial purchase?

Yes  No

If yes, please attach a draft maintenance plan which includes cost estimates and funding source(s.) N/A

12. Is this a grant related purchase?  Yes  No

If yes, please provide details (timeline, expiration dates, milestones, special procurement requirements, etc.) N/A

Will this require matching funds?  Yes  No

What is the grant source? N/A

What is the grant (dollar) amount? N/A

13. Please complete an advanced search of the vendor recommended for award on the Federal Government's Systems for Award Management at [www.sam.gov](http://www.sam.gov).

*Procurement Service Division use only*

Requisition # R \_\_\_\_\_  
(As Applicable)

Purchase Order # P \_\_\_\_\_  
(As Applicable)

Blanket Purchase Order # BPO \_\_\_\_\_  
(As Applicable)

Date of Advanced Search N/A

Company Name(s) Searched N/A

Search Results N/A

**REQUESTING DEPARTMENT RECOMMENDATION**

**Note: By signing and returning this form, you are verifying and acknowledging that you have reviewed all portions (scope, terms, conditions, pricing, etc.) of the requested contract and recommend its approval based on the contract complying with the City of Hollywood's scope and pricing requirements and to the best of your knowledge the contract does not violate any applicable policy, statute, governing rule or regulation.**

[Signature] 6/27/18  
Contact Person's Signature Date

[Signature] 6/28/18  
Supervisor's Signature Date

[Signature] 7/2/18  
Director's Signature Date

APPROVAL (Procurement Service Division Use Only)			
Verified By:	<u>[Signature]</u>	Date	<u>7/12/18</u>
Approved By:	<u>Paul Sam</u>	Date	<u>7/12/2018</u>

Procurement Service Division use only

Requisition # R \_\_\_\_\_  
(As Applicable)

Purchase Order # P \_\_\_\_\_  
(As Applicable)

Blanket Purchase Order # BPO \_\_\_\_\_  
(As Applicable)





**Cathedral.**  
CORPORATION

SINCE 1916

May 17, 2018

City of Hollywood  
Alberto Jimenez  
2600 Hollywood Boulevard  
Hollywood, FL 33020

Dear Mr. Jimenez,

Cathedral Corporation is willing to extend pricing, terms and conditions as agreed to in the contract with Hernando County Utilities as referenced in their Contract No. 18-T00039/DK for Utilities Bill Print and Mailing Services.

The contract as approved is effective from September 28, 2018 through September 27, 2020 with three (3) twelve (12) month renewal options.

If you have any questions regarding the above referenced contract, please feel free to contact me.

Sincerely,

Lori Foerster  
Senior Regional Director  
Cathedral Corporation

Cathedral Corporation  
6851 TPC Drive, Orlando, FL 32822-5141 • 800-852-3174  
Telephone 407-351-0232 • Fax 407-363-4586  
[www.cathedralcorporation.com](http://www.cathedralcorporation.com)





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](http://www.HernandoCounty.us)

May 11, 2018

(via email: [www.cathedralcorporation.com](http://www.cathedralcorporation.com) )  
Ms. Marianne Gaige, Chairman & CEO  
Cathedral Corporation  
3851 TPC Drive  
Tampa, FL 32822

RE: Award of Contract No.18-T00039/DK for Utilities Bill Print and Mailing Services

Dear Ms. Gaige:

Please be advised that the County has approved the award of the above referenced contract to your firm. The contract as approved is effective from September 28, 2018 through September 27, 2020 with three (3) twelve (12) month renewal option.

A copy of the executed contract is attached for your records. To remain compliant, all insurance must be current, up to date and in the amounts as required in the bid.

If you have any further questions, please contact Diane Kafrissen, Hernando County Purchasing and Contract at (352) 754-4020.

Sincerely,

  
James S. Wunderle  
Chief Procurement Officer  
Purchasing and Contracts Manager

JSW/dk

Attachment

pc via email: Gordon Onderdonk, Director of Environmental Services  
Nancy Stoops-Libengood  
Grace Sheppard, Finance Manager  
Rose Ann Haines, Operations Assistant  
cc: Finance  
Clerk of the Court  
Contract File No.18-T00039/DK



**Board of County Commissioners**

Meeting: 05/08/18 09:00 AM  
Department: Purchasing & Contracts  
Prepared By: Diane Kafrissen

**AGENDA ITEM**

Initiator: James Wunderle  
DOC ID: 14372  
Legal Request Number: 2018-127  
Bid/Contract Number: 18-T00039/DK

**TITLE**

Award of Term Contract No.18-T00039/DK for Utilities Bill Print and Mailing Services to Cathedral Corporation (Estimated Annual Cost: \$100,000.00).

**BRIEF OVERVIEW**

Hernando County Purchasing and Contract Department issued Bid No.18-T00039/DK for Utilities Bill Print and Mailing Services for Hernando County Utilities Department. This was a rebid of Contract No. 13-T060/TKB which is due to expire 9/28/18 and is currently awarded to Cathedral Corporation of Orlando, Florida. The contract is for billing services including printed statement stock, printed envelopes, printing, folding, insertion and mailing of customer user statements. The lead time was requested to allow for a smooth transition to a new vendor.

Purchasing and Contracts placed the legal advertisement and the Invitation to Bid (ITB) on the County's electronic website on March 21, 2018. Two (2) responsive bids were received.

The following is a summary of the responses received. The solicitation required recycled and non-recycled material bid. Prices were lower on the non-recycled material.

<b>Bidder</b>	<b>Total Base Bid (Non-Recycled Material)</b>
Cathedral Corporation, Orlando, Florida.	\$ 121,692.82
CSG Systems, Austin, Texas.	\$ 236,101.00

The Bid was evaluated on the basis of price, conformance with specifications, and the bidder's ability to perform the contract in accordance with the terms, conditions and specifications required. Bid responses were reviewed and evaluated by County department staff and found to be responsive and responsible.

The method of award as stated in the bid is to the lowest, responsive, and responsible bid. Staff determined that Cathedral Corporation of Orlando, Florida submitted the lowest, responsive and responsible bid.

The Chief Procurement Officer has reviewed this requirement for conformance to Procurement Ordinance and Purchasing Policies and Procedures



**FINANCIAL IMPACT**

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Funds are estimated for FY 18/19 for Hernando County Utilities Department 07098-5303425 Contr Srv-Billing Srvcs, in the amount of \$100,000.00

**LEGAL NOTE**

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In accordance with Part II, Chapter 2, Article V of the Hernando County Code of Ordinances. (LR#2018-127)

**RECOMMENDATION**

1. Staff recommends that the Board approve the award of Contract No. 18-T00039/DK for Utilities Bill Print and Mailing Services to Cathedral Corporation for an initial twenty-four (24) month term, effective September 29, 2018. There are three (3), twelve (12) month renewal option available upon mutual agreement of the County and the Contractor.
  
2. Staff also recommends the Board authorize the Chief Procurement Officer to renew the Contract with the same pricing, terms and conditions.

**REVIEW PROCESS**

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James Wunderle	Pending	
Grace Sheppard	Pending	
Gordon Onderdonk	Pending	
Michelle Bishop	Pending	
George Zoettlein	Pending	
Sue Bishop	Pending	
Jenine Wimer	Pending	
Leonard Sossamon	Pending	
Tina Duenninger	Pending	
Board of County Commissioners	Pending	05/08/2018 9:00 AM

FY2018 - 9/7/2020

Non-Recycled

Item No

Annual Quantity      Unit Price      Estimated Annual Price

Non-Recycled Statements

Item No	Description	Annual Quantity	Unit Price	Estimated Annual Price
A	<b>Presorted Utility Bills (Regular &amp; Past Due)</b> -Printing, Mailing, Meter, Seal, Weigh, Insert, Fold - White with Blue Spot Color, 24# 8.5 x 11 White with Perf (No Perf on Letters). Axis will laser print duplex blue and black ink. (REF: REG)	1,774,524	\$ 0.05800	\$ 102,922.39
A	<b>Presorted Utility Bills (Delinquent Notices)</b> -Printing, Mailing, Meter, Seal, Weigh, Insert, Fold - White with Blue Spot Color, 24# 8.5 x 11 White with Perf (No Perf on Letters). Axis will laser print duplex blue and black ink. Presorted (REF: DELINQUENT)	34,594	\$ 0.05800	\$ 2,006.45
A	<b>Full Rate Lien Letters, Notice of intent to Lien Letter, Transfer Balance Letter, Final Bills, Off Cycle Bills</b> - Meter, Seal, Weigh, Insert, Fold - White with Blue Spot Color, 24# 8.5 x 11 White with Perf (No Perf on Letters). Axis will laser print duplex blue and black ink. (REF: LIEN)	15,600	\$ 0.05800	\$ 904.80
	Composition for statement creation for e-bills (REF: COMP)	216,813	\$ 0.03000	\$ 6,504.39
C	#10 Outgoing Single window envelop 1/0 (one color ink on front only) (REF:OUT)	1,562,703	\$ 0.01800	\$ 28,128.65
D	#9 Return Closed face envelope 1/0 (one color ink front only). Returned Envelope (REF: RETURN)	1,488,174	\$ 0.01490	\$ 22,173.79
	PDF pricing includes printed bills and e-bills (22,800) (REF: PDF)	2,066,179	\$ 0.01500	\$ 30,992.69
	Additional forms set up or programming changes (Hourly) (REF:ADD)	30	\$ 75.00	\$ 2,250.00
	Insert artwork received electronically - 8.5 x 11, 60# white duplex printed in black ink, fold and insert (REF: ART)	80,000	\$ 0.02230	\$ 1,784.00
	Client supplied inserts - 8.5 x 11 fold only (REF: CLIENT)	1	\$ -	\$ -
	Presorted postage will be billed at the actual cost at time of mailing (REF: PRE)	100,000	\$ 0.40600	\$ 40,600.00



	Postage Buffer (REF: BUFF)	100,000	\$	0.04060	\$	4,060.00
	NCOA Move Update and Endorsement for returned mail (REF: NCOA)	2,303,606	\$	0.00400	\$	9,214.42
	Presorted Postage Actual Cost (Ref: PRE LS)	313	\$	-	\$	
	Presorted postage billed at actual Post Office cost at time of mailing					
	Full Rate Postage Actual Cost (REF: FULL LS)	311	\$	-	\$	
	Full Rate postage billed at actual Post Office cost at time of mailing					
	Foreign Postage Actual Cost (REF: FOREIGN)	250	\$		\$	
	Additional Weight Actual Cost	20	\$		\$	
	Collections (REF:COLLECTIONS)	24		\$250.00		\$6,000
	Buckslip Inserts, Colored Paper with Black Ink (REF: )	50,000		\$0.0125		\$625
	Presorted Utility Bills. Based on Quotes Dtd 5-18-17 by Lori Foerster (REF:ARCHIVED PDF)	11100		\$0.012		\$1,332.00
	Data process, simplex print, insert into 10 envelope, seal meter, sort and mail (975 Accounts mailed) Project Price Quote Dtd 7-21-16 (REF: ATTORNEY)	16		\$260.00		\$4,160
	<b>Annual Total</b>					<b>\$263,658.58</b>

Client#: 636646

CATHECOR

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/18/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: USI Insurance Services LLC, 333 Westchester Ave, Suite 102, White Plains, NY 10604, 914 459-6200. CONTACT NAME: Kelli A Shannon, CISR. PHONE: 518 861-2412. FAX: 610 537-4840. E-MAIL ADDRESS: kelli.shannon@usi.com. INSURER(S) AFFORDING COVERAGE: INSURER A: Liberty Mutual Fire Insurance Company (NAIC # 23035), INSURER B: Liberty Mutual Ins Companies (NAIC # 65315), INSURER C: MEMIC Indemnity Co (NAIC # 11030).

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation and Employers' Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER: City of Hollywood, Florida, 2600 Hollywood Blvd., POB 229045, Hollywood, FL 33022-9045. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: Ullie Scott

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## Robert Lowery

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**From:** Horace McLarty  
**Sent:** Wednesday, July 11, 2018 7:16 AM  
**To:** Carmen Saintange  
**Cc:** Mark Moore; Alberto Jimenez; Donna Curtis; Robert Lowery; Daniel Mainero  
**Subject:** FW: Cathedral Corporation - New Piggyback Agreement  
**Attachments:** INSURANCE.PDF

**Importance:** High

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** Red Category

Acceptable

Utility Bill Printing and Mailing Services, vendor does not come on City site to work.

Office of Human Resources/Risk Management  
Phone: 954-921-3292  
Fax: 954-921-3678

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**From:** Carmen Saintange  
**Sent:** Tuesday, July 10, 2018 3:48 PM  
**To:** Horace McLarty  
**Cc:** Mark Moore; Alberto Jimenez; Donna Curtis; Robert Lowery; Daniel Mainero  
**Subject:** FW: Cathedral Corporation - New Piggyback Agreement  
**Importance:** High

Good Afternoon:

Attached is the COI needed for the new Piggyback Agreement for Cathedral Corporation, please advise if the COI is acceptable.

Thank you for your immediate attention.

*Carmen Saintange*  
*Administrative Assistant 1*  
*Public Utilities Administration*  
*Phone: 954-967-4455*



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**From:** Robert Lowery  
**Sent:** Tuesday, July 10, 2018 3:03 PM

**To:** Alberto Jimenez; Carmen Saintange  
**Cc:** Mark Moore; Donna Curtis; Daniel Mainero  
**Subject:** RE: Cathedral Corporation - New Piggyback Agreement

Good Afternoon,

We are in receipt of your piggyback package. A quick review discovered that the insurance has not yet been approved by Risk Management. Please have this approved at your earliest convenience and forward us the response.

Thanks,

Rob

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**From:** Carmen Saintange  
**Sent:** Monday, July 02, 2018 3:32 PM  
**To:** Robert Lowery; Daniel Mainero  
**Cc:** Steve Joseph; Mark Moore; Alberto Jimenez; Donna Curtis  
**Subject:** Cathedral Corporation - New Piggyback Agreement  
**Importance:** High

Good Afternoon:

Attached please find a copy of the signed Piggybacking Request Form and related documents for Cathedral Corporation. The original is being hand-delivered to Procurement today.

*Carmen Saintange*  
*Administrative Assistant 1*  
*Public Utilities Administration*  
*Phone: 954-967-4455*

