



**CITY OF HOLLYWOOD, FLORIDA**  
**OFFICE OF PROCUREMENT SERVICES**

CITY OF HOLLYWOOD  
PROCUREMENT SERVICES  
DIVISION

2020 APR 29 AM 9:27

**DATE:** March 24, 2020 **FILE:** PR-20-140

**TO:** Vivek Galav, Director, Public Utilities

**FROM:** Robert Lowery, Procurement Contracts Officer, Procurement Services  
RL

**SUBJECT:** Blanket Purchase Order Renewal for Utility Bill Print and Mailing Services –  
B003181 – Cathedral Corporation

**ISSUE:**

The current period of the above contract expires September 27, 2020. 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: April 23, 2020

To: Robert Lowery, Procurement Services

The Director recommends the following:

☒ RENEW the contract under the same terms and conditions. The Budget Account Number to be charged is 442.400301.53600.542010.000000.000.000

☐ 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 \$263,658.58

By: Vivek Galav, P.E. Vle

Title: Director



## CITY OF HOLLYWOOD, FLORIDA

### PROCUREMENT SERVICES DIVISION

#### Department/Office Contract Renewal Evaluation

<b>Date: April 23, 2020</b>	
<b>Department/Office: Public Utilities</b>	<b>Division/Area: Utility Billing</b>
<b>Contact Person: Vivek Galav</b>	<b>Title: Director</b>
<b>Contact phone number: 954-967-4455</b>	<b>Contact Email vgalav@hollywoodfl.org</b>
<b>Purchase Order/Blanket Purchase Order #:</b>	<b>B003181</b>
<b>Contract Expiration Date:</b>	<b>September 27, 2020</b>
<b>Vendor: Cathedral Corporation</b>	<b>Contact Person: Christine Hodges / Lori Foerster</b>
<b>Contact phone number: 407-351-0232 Ext 145</b>	<b>Contact Email: chodges@cathedralcorporation.com</b>
<b>Good/Service: Utility Bill Print and Mailing Services</b>	<b>Solicitation #: Piggyback Hernando County, Bid# 18-T00039/DK</b>

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 answered or any issues resolved to your complete satisfaction?

☒ Yes ☐ No ☐ Did not need to contact

If no, please explain?



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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 Project

Manager who communicates with our staff permanently.

Department/Office Director's Name: Vivek Galav, P.E.

Department/Office Director's Signature: Vivek Galav