



CITY OF HOLLYWOOD, FLORIDA
OFFICE OF PROCUREMENT SERVICES

DATE: June 21, 2021

FILE: PR-21-197

TO: Vivek Galav, Director, Public Utilities

FROM: Robert Lowery, Purchasing Agent, Procurement Services

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, 2021. 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: 6/22/2021

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. Vivek Galav 7/6/21

Title: Director, Public Utilities



CITY OF HOLLYWOOD, FLORIDA
PROCUREMENT SERVICES DIVISION

Department/Office
Contract Renewal Evaluation

Date: 6/22/2021	
Department/Office: Public Utilities	Division/Area: Utility Billing - 400301
Contact Person: Keith Moran	Title: Deputy Director/Finance
Contact phone number: 954-967-4455	Contact Email kmoran@hollywoodfl.org
Purchase Order/Blanket Purchase Order #:	B003181
Contract Expiration Date:	9/27/2021
Vendor: Cathedral Corporation	Contact Person: Christine Hodges / Lori Foerster
Contact phone number: 407-351-0232 Ext 145	Contact Email: chodges@cathedralcorporation
Good/Service: Utility Bill Print and Mailing Services	Solicitation #: Piggyback Hernando County, Bid# 18-T00039/DK

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?



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

Project Manager who communicates with our staff permanently.

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

Department/Office Director's Signature: Vivek Galav 7/1/24



Blanket Purchase Order B003181

Supplier Details:

Company Cathedral Corporation
Contact
Address 6851 Tpc Drive
Orlando, FL 32822

Submit your response to:

Company City of Hollywood, FL - Public Utilities Utility Billing
Contact Jimenez, Alberto
Address 1621 North 14th Avenue
Hollywood FL 33020
Phone 1-954-921-3933
Fax
E-mail ajimenez@hollywoodfl.org

Dear Vendor:

This is to inform you that the City of Hollywood, Florida is entering a Blanket Order with your Company based on the following:
Piggyback Hernando County 18-T00039/DK



Blanket Purchase Order B003181

Agreement	B003181
Agreement Date	07/12/2018
Change Order	3
Change Order Date	07/12/2018
Revision	3
Agreement Amount	790,975.74 USD

VENDORS MUST INCLUDE THE CITY'S PURCHASE ORDER NUMBER ON ALL INVOICES. PLEASE SUBMIT ALL INVOICES TO ACCOUNTSPAYABLE@HOLLYWOODFL.ORG.

OR
Mail To

City of Hollywood
Accounts Payable, Room 119
P.O. Box 229045
Hollywood, FL 33022-9045

Supplier **Cathedral Corporation**
6851 Tpc Drive
Orlando, FL 32822

Notes First Renewal Period approved via R-2020-190 on 8/26/2020

Customer Account Number	Supplier Number	Payment Terms	Freight Terms	FOB
	35782	Net 30	None	Destination
	Start Date	End Date	Shipping Method	
	10/01/2018	09/27/2021		
Initial Award Term	10/01/2018	09/27/2020		
First Renewal Period	09/28/2020	09/27/2021		
Second Renewal Period	09/28/2021	09/27/2022		
Third Renewal Period	09/28/2022	09/27/2023		
Fourth Renewal Period				

Attachments

Type	File Name or URL	Title	Description
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Line	Item	UOM	Price	Expiration Date
1	Presorted utility bills (regular & Past due) 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. Based on h	Each	0.058	
<p>Supplier Item</p> <p>Notes Presorted utility bills (regular & Past due) 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. Based on hernando county, bid# 18- T00039/dk approved via r-2018-264</p>				

Attachments

Type	File Name or URL	Title	Description
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Line	Item	UOM	Price	Expiration Date
3	Utility bill print and mailing Services Presorted utility bills (delinquent notices) 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 Pri	Each	0.058	
Supplier Item				
Notes		Utility bill print and mailing Services Presorted utility bills (delinquent notices) 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. - Delinquent Based on hernando county, bid# 18- T00039/dk Approved via r-2018-264		
Attachments				
Type	File Name or URL	Title	Description	
4	Full rate lien letters, notice of Intent to lien letter, transfer Balance letter, final bills, off Cycle bills - meter, seal, weigh, Insert, fold - white with blue Spot color, 24# 8.5 x 11 white With perf (no perf on letters). Axis will la	Each	0.058	
Supplier Item				
Notes		Full rate lien letters, notice of Intent to lien letter, transfer Balance letter, final bills, off Cycle bills - 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. Based on hernando cnty, bid# 18- T00039/dk Approved via r-2018-264		
Attachments				
Type	File Name or URL	Title	Description	
5	Utility bill print and mailing Services Composition for statement creation For e-bills Based on hernando county, bid# 18- T00039/dk Approved via r-2018-264	Each	0.03	
Supplier Item				
Notes		Utility bill print and mailing Services Composition for statement creation For e-bills Based on hernando county, bid# 18- T00039/dk Approved via r-2018-264		
Attachments				
Type	File Name or URL	Title	Description	
6	Utility bill print and mailing Services #10 outgoing single	Each	0.018	

Blanket Purchase Order B003181

Line	Item	UOM	Price	Expiration Date
	window envelop 1/0 (one color ink on front only) Based on hernando county, bid# 18-T00039/dk Approved via r-2018-264			
	Supplier Item			
	Notes Utility bill print and mailing Services #10 outgoing single window envelop 1/0 (one color ink on front only) Based on hernando county, bid# 18- T00039/dk Approved via r-2018-264			
Attachments				
Type	File Name or URL	Title	Description	
7	Utility bill print and mailing Services #9 return closed face envelope 1/0 (one color ink front only). Returned envelope Based on hernando county, bid# 18-T00039/dk Approved via r-2018-264	Each	0.0149	
	Supplier Item			
	Notes Utility bill print and mailing Services #9 return closed face envelope 1/0 (one color ink front only). Returned envelope Based on hernando county, bid# 18- T00039/dk Approved via r-2018-264			
Attachments				
Type	File Name or URL	Title	Description	
8	Utility bill print and mailing Services Pdf includes printed bills and e- Bills Based on hernando county, bid# 18-T00039/dk Approved via r-2018-264	Each	0.015	
	Supplier Item			
	Notes Utility bill print and mailing Services Pdf includes printed bills and e- Bills Based on hernando county, bid# 18- T00039/dk Approved via r-2018-264			
Attachments				
Type	File Name or URL	Title	Description	
9	Utility bill print and mailing Services Additional forms set up or Programming changes (hourly) Based on hernando county, bid# 18- T00039/dk Approved via r-2018-264	Each	75.00	

Line	Item	UOM	Price	Expiration Date
Supplier Item				
Notes Utility bill print and mailing Services Additional forms set up or Programming changes (hourly) Based on hernando county, bid# 18- T00039/dk Approved via r-2018-264				
Attachments				
Type	File Name or URL	Title	Description	
10	Utility bill print and mailing Services Insert artwork received Electronically - 8.5 x 11, 60# White duplex printed in black ink, Fold and insert Based on hernando county, bid# 18- T00039/dk Approved via r-2018-264	Each	0.0223	
Supplier Item				
Notes Utility bill print and mailing Services Insert artwork received Electronically - 8.5 x 11, 60# White duplex printed in black ink, Fold and insert Based on hernando county, bid# 18- T00039/dk Approved via r-2018-264				
Attachments				
Type	File Name or URL	Title	Description	
11	Utility bill print and mailing Services Client supplied inserts - 8.5 x 11 Fold only Based on hernando county, bid# 18- T00039/dk Approved via r-2018-264		0.00	
Supplier Item				
Notes Utility bill print and mailing Services Client supplied inserts - 8.5 x 11 Fold only Based on hernando county, bid# 18- T00039/dk Approved via r-2018-264				
Attachments				
Type	File Name or URL	Title	Description	
12	Utility bill print and mailing Services Presorted postage will be billed At the actual cost at time of Mailing Based on hernando county, bid# 18- T00039/dk Approved via r-2018-264	Each	0.406	
Supplier Item				
Notes Utility bill print and mailing Services Presorted postage will be billed At the actual cost at time of Mailing Based on hernando county, bid# 18- T00039/dk Approved via r-2018-264				



Blanket Purchase Order B003181

Line	Item	UOM	Price	Expiration Date
Attachments				
	Type	File Name or URL	Title	Description
13	Utility bill print and mailing Services Postage buffer Based on hernando county, bid# 18-T00039/dk Approved via r-2018-264	Each	0.406	
Supplier Item				
Notes Utility bill print and mailing Services Postage buffer Based on hernando county, bid# 18-T00039/dk Approved via r-2018-264				
Attachments				
	Type	File Name or URL	Title	Description
14	Utility bill print and mailing Services Ncoa move update and endorsement For returned mail Based on hernando county, bid# 18-T00039/dk Approved via r-2018-264	Each	0.004	
Supplier Item				
Notes Utility bill print and mailing Services Ncoa move update and endorsement For returned mail Based on hernando county, bid# 18-T00039/dk Approved via r-2018-264				
Attachments				
	Type	File Name or URL	Title	Description
15	Utility bill print and mailing Services Full rate postage billed at actual Post office cost at time of mailing Based on hernando county, bid# 18-T00039/dk Approved via r-2018-264		0.00	
Supplier Item				
Notes Utility bill print and mailing Services Full rate postage billed at actual Post office cost at time of mailing Based on hernando county, bid# 18-T00039/dk Approved via r-2018-264				
Attachments				
	Type	File Name or URL	Title	Description
16	Utility bill print and mailing Services Full rate postage billed at actual Post office cost at time of mailing Based on hernando county, bid# 18-T00039/dk Approved via r-2018-264		0.00	

Line	Item	UOM	Price	Expiration Date				
<div>Supplier Item</div> <div>NotesUtility bill print and mailing Services Full rate postage billed at actual Post office cost at time of mailing Based on hernando county, bid# 18- T00039/dk Approved via r-2018-264</div> <div>Attachments</div> <table><tr><th>Type</th><th>File Name or URL</th><th>Title</th><th>Description</th></tr></table>					Type	File Name or URL	Title	Description
Type	File Name or URL	Title	Description					
17	Utility bill print and mailing Services Foreign Based on hernando county, bid# 18- T00039/dk Approved via r-2018-264		0.00					
<div>Supplier Item</div> <div>NotesUtility bill print and mailing Services Foreign Based on hernando county, bid# 18- T00039/dk Approved via r-2018-264</div> <div>Attachments</div> <table><tr><th>Type</th><th>File Name or URL</th><th>Title</th><th>Description</th></tr></table>					Type	File Name or URL	Title	Description
Type	File Name or URL	Title	Description					
18	Utility bill print and mailing Services Additional weight actual cost Based on hernando county, bid# 18- T00039/dk Approved via r-2018-264		0.00					
<div>Supplier Item</div> <div>NotesUtility bill print and mailing Services Additional weight actual cost Based on hernando county, bid# 18- T00039/dk Approved via r-2018-264</div> <div>Attachments</div> <table><tr><th>Type</th><th>File Name or URL</th><th>Title</th><th>Description</th></tr></table>					Type	File Name or URL	Title	Description
Type	File Name or URL	Title	Description					
19	Utility bill print and mailing Services Collections Based on hernando county, bid# 18- T00039/dk Approved via r-2018-264	Each	250.00					
<div>Supplier Item</div> <div>NotesUtility bill print and mailing Services Collections Based on hernando county, bid# 18- T00039/dk Approved via r-2018-264</div> <div>Attachments</div> <table><tr><th>Type</th><th>File Name or URL</th><th>Title</th><th>Description</th></tr></table>					Type	File Name or URL	Title	Description
Type	File Name or URL	Title	Description					
20	Utility bill print and mailing	Each	0.0125					

Line	Item	UOM	Price	Expiration Date
	Services Buckslip inserts, colored paper With blank ink Based on hernando county, bid# 18- T00039/dk Approved via r-2018-264			
	Supplier Item			
	Notes Utility bill print and mailing Services Buckslip inserts, colored paper With blank ink Based on hernando county, bid# 18- T00039/dk Approved via r-2018-264			
Attachments				
Type	File Name or URL	Title	Description	
21	Utility bill print and mailing Services Presorted utility bills. Based on hernando county, bid# 18- T00039/dk Approved via r-2018-264	Each	0.012	
	Supplier Item			
	Notes Utility bill print and mailing Services Presorted utility bills. Based on hernando county, bid# 18- T00039/dk Approved via r-2018-264			
Attachments				
Type	File Name or URL	Title	Description	
22	Utility bill print and mailing Services Data process, simplex print, Insert into 10 envelope, seal Meter, sort and mail (975 accounts Mailed) Based on hernando county, bid# 18- T00039/dk Approved via r-2018-264	Each	260.00	
	Supplier Item			
	Notes Utility bill print and mailing Services Data process, simplex print, Insert into 10 envelope, seal Meter, sort and mail (975 accounts Mailed) Based on hernando county, bid# 18- T00039/dk Approved via r-2018-264			
Attachments				
Type	File Name or URL	Title	Description	



Blanket Purchase Order B003181

TERMS AND CONDITIONS

The following Terms and Conditions are applicable to this order entered into by and between the City of Hollywood (referred to as Buyer) and Vendor (referred to as Seller).

MODIFICATIONS

This purchase order form and any other document pertaining to this transaction which has been acknowledged in writing by the Director is a complete and exclusive statement of this order. Accordingly no modification or amendment shall be binding upon the Buyer unless signed by the Director. The City Attorney has approved these standard terms and conditions as to form and legality. Accordingly no modification of these terms and conditions shall be binding upon buyer unless they are endorsed and approved by the City Attorney. In the event of a conflict between these terms and conditions and any other document pertaining to the transaction covered by this order, these terms and conditions shall prevail.

ASSIGNMENT

Any assignment of this order or the performance of work hereunder, in whole or in part, is prohibited.

EXCUSABLE DELAYS

The Buyer may grant additional time for any delay or failure to perform hereunder if the delay will not adversely impact the best interests of the Buyer and is due to causes beyond the control of to Seller. Such grant must be in writing and made part of the order.

DEFAULT

In the event of default by the Seller, Buyer may procure the articles or services covered by this order from other sources and hold to Seller responsible for any excess costs occasioned thereby, in addition to all other available remedies at law or equity.

TERMINATION

Buyer, acting through its City Manager or his/her designee, reserves the right to terminate this order In whole or in part for default (a) if Seller fails to perform In accordance with any of the requirements of this order or (b) If Seller becomes insolvent or suspends any of its operations or if any petition is filed or proceeding commenced by or against Seller under any State or Federal Law relating to bankruptcy, reorganization, receivership or assignment for the benefit of creditors. Any such termination will be without liability to Buyer except for completed Items delivered and accepted by the Buyer. Seller, will be liable for excess costs of reprourement.

F.O.B.

In those cases where F O.B. point is not Destination, Seller is required to prepay freight charges and list separately on invoice. Collect shipments will not be accepted.

TERMS

By accepting this order, the Seller agrees that payment terms shall be Net 30 unless otherwise stated.

INVOICING

Seller must render original invoice to the City of Hollywood, Department of Financial Services, P.O. Box 229045, Hollywood, Florida 33022-9045.

TAX

The City of Hollywood is exempt from Federal and State taxes for tangible personal property. Sellers doing business with the City, which are not otherwise exempt, shall not be exempt from paying sales tax to their suppliers for materials to fulfill contractual obligations with the City, nor shall any Seller be authorized to use the City Tax Exemption Number in securing such materials.

RESPONSIBILITY

Responsibility will not be accepted for any goods delivered or services performed unless covered by a duly signed and authorized City of Hollywood order, issued by the Procurement Services Division.

ACCEPTANCE

Seller's acceptance of this order will be presumed unless Seller acknowledges exception, in writing, to Buyer within ten (10) calendar days after date of order.

DELIVERIES

Deliveries are to be made during the hours of 7:30 a.m. to 4:00 p.m. Monday through Friday, excluding holidays, unless otherwise stipulated. Seller shall notify the Buyer of deliveries that require special handling and/or assistance for off-loading. Failure to notify the Buyer concerning this type of delivery will result in the billing to Seller of any add-on redelivery, storage or handling charges.

INSPECTION

All Commodities delivered on this order are subject to inspection upon receipt by a representative of the Buyer. All rejected



Blanket Purchase Order B003181

commodities shall remain the property of the Seller and will be returned at the Seller's expense.

QUANTITIES

Quantities specified in the order cannot be changed without Buyer approval. Goods shipped in excess of quantity designated may be returned at the Seller's expense.

PAYMENT CHANGES

Payments will be made only to the company and address as set forth on order unless the Seller has requested a change thereto on official company letterhead, signed by an authorized officer of the company.

ANTI-DISCRIMINATION

Sellers doing business with the Buyer are prohibited from discriminating against any employee, applicant or client because of race, creed, color, national origin, sex or age with regard to but not limited to the following: employment practices, rates of pay or other compensations, methods and training selection.

UNIFORM COMMERCIAL CODE

Florida law, including without limitation the Uniform Commercial Code (Chapter 670 – 680, Florida Statutes), shall apply to and supplement the terms and conditions of this order. Venue shall lie in a court of competent jurisdiction in Broward County, Florida.

LEGAL RESPONSIBILITY

By accepting this order, Seller understands and agrees that the items covered herein, or services to be rendered, shall be manufactured, sold or performed in compliance with applicable Federal, State, County and Local laws, ordinances, rules and regulations. Lack of knowledge by the Seller shall in no way be a cause for relief from responsibility.

LIABILITY - COPYRIGHT/PATENT/TRADEMARK

Seller shall save and hold harmless Buyer, its officers, employees and agents from liability for infringement of any United States patent, trademark or copyright for or on account of the use of any product sold to Buyer or used in the performance of this order.

INDEMNIFICATION

Seller shall indemnify, hold harmless and defend Buyer, its officers, employees and agents from and against any and all claims, damages, liability, judgments or causes of action, including costs, expenses and attorney fees, incurred as a result of any error, omission or negligent act by the Seller, its officers, employees, agents, subcontractors or assignees arising out of this order.

OCCUPATIONAL SAFETY AND HEALTH

Seller must comply with requirements under Chapter 442, Florida Statutes, that any toxic substance delivered as a part of this order must be accompanied by a Materials Safety Data Sheet (M.S.D.S.).

REPRESENTATIVE

All parties to this order agree that the representatives named herein are, in fact, bonafide and possess full and complete authority to bind said parties.

PUBLICITY

No endorsement by the City of the product and/or service will be used by Seller in any way, manner or form in product literature or advertising.

INSURANCE

The Seller of services must have secured and maintained the required amount of \$1,000,000 general and \$500,000 automobile liability limits and must list the City as an additional insured of this coverage. The Seller must have worker's compensation coverage as required by law. Any exception to the above stated limits or other requirements must be endorsed and approved by the City of Hollywood Risk Manager.

Signature: Paul A. Bassar
Director of Procurement & Contract Compliance

Carmen Saintange

From: Daniel Mainero
Sent: Monday, June 21, 2021 12:56 PM
To: Monique Sharkey; Vivek Galav
Cc: Robert Lowery; Alberto Jimenez; Carmen Saintange; Keith Moran
Subject: PR-21-197 B003181 Cathedral Corporation.pdf
Attachments: PR-21-197 B003181 Cathedral Corporation.pdf

Good Afternoon,

Please see the attached, regarding BPO B003181, which expires on 9/27/21.

Thank you,

Daniel Mainero
City of Hollywood
Procurement Specialist
Financial Services Department
2600 Hollywood Blvd, Suite 303
P.O. Box 229045
Hollywood, FL 33022-9045
Office: 954-921-3248
E-mail: dmainero@hollywoodfl.org