



Legislation Details (With Text)

File #: R-2020-190 **Version:** 1 **Name:** Cathedral Corporation BPO Renewal 2020
Type: Resolution **Status:** Passed
File created: 6/18/2020 **In control:** Department of Public Utilities
On agenda: 8/26/2020 **Final action:** 8/26/2020

Title: A Resolution Of The City Commission Of The City of Hollywood, Florida, Authorizing The Appropriate City Officials To Issue A Blanket Purchase Order With Cathedral Corporation To Renew The Agreement For Utility Bill Print And Mailing Services In An Estimated Annual Amount of \$263,658.58.

Sponsors:

Indexes:

Code sections:

Attachments: 1. 01 Resolution - Cathedral Corporation Renewal 2020.pdf, 2. 02 B003181 - PA_300000006758576 Draft BPO.pdf, 3. 03 Departmental Renewal Memo - Cathedral Corporation Renewal 2020.pdf, 4. 04 Hernando County Renewal - Cathedral Corporation Renewal 2020.pdf, 5. 05 Vendor Renewal Letter - Cathedral Corporation Renewal 2020.pdf, 6. TermSheetCathedralCorpUtilityBillPrintMailServices1strenewal.pdf

Date	Ver.	Action By	Action	Result
8/26/2020	1	Regular City Commission Meeting	adopt	Pass

A Resolution Of The City Commission Of The City of Hollywood, Florida, Authorizing The Appropriate City Officials To Issue A Blanket Purchase Order With Cathedral Corporation To Renew The Agreement For Utility Bill Print And Mailing Services In An Estimated Annual Amount of \$263,658.58.

Infrastructure & Facilities

Staff Recommends: Approval of the attached Resolution.

Explanation:

The Department of Public Utilities invoices more than 40,000 residential and non-residential customer accounts for water, sewer, stormwater, and sanitation services per month. Since September 28, 2018, utility billing services have been outsourced to Cathedral Corporation, Inc. ("Cathedral") via piggy backing on Hernando County's contract. Cathedral's services include, printing and mailing bills, lien letters, transfer balance letters, inserts, and other typical services associated with utility billings.

On April 18, 2018, Hernando County's solicitation number 18-T00039/DK was opened and was awarded to the lowest responsive and responsible bidder, Cathedral Corporation, Inc. for

a two (2) year initial term with a provision of three (3) additional one (1) year renewal periods. On August 29, 2018, the City Commission approved piggy backing on Hernando County's contract with Cathedral for a two (2) year initial term.

On June 4, 2020 Hernando County exercised the first renewal period. Public Utilities is requesting to exercise the first one (1) year renewal period for an estimated annual cost of \$263,658.58.

Fiscal Impact:

Due to the timing of this first renewal, the full cost incurred for these services will be in Fiscal Year 2021. Sufficient funds to cover the annual cost of \$263,658.58 will be included in the subsequent fiscal year's operating budget, subject to the approval and adoption by the City Commission.

The Department of Public Utilities staff will manage this contract. No additional staff is needed as a result of this project.

Recommended for inclusion on the agenda by:

Vivek Galav, Director, Department of Public Utilities

Gus Zambrano, Assistant City Manager/Sustainable Development

Attachments

01 Resolution - Cathedral Corporation Renewal 2020

02 B003181 - PA_300000006758576 Draft BPO

03 Department Renewal Memo - Cathedral Corporation Renewal 2020

04 Hernando County Renewal Letter - Cathedral Corporation Renewal 2020

05 Vendor Renewal Letter - Cathedral Corporation Renewal 2020