



## DEPARTMENT OF PURCHASING AND CONTRACTS

15470 FLIGHT PATH DRIVE ♦ BROOKSVILLE, FLORIDA 34604  
P 352.754.4020 ♦ F 352.754.4199 ♦ W www.HernandoCounty.us

**DATE:** October 26, 2023

**TO:** Fran Hallet, Purchasing Agent II

**FROM:** Cheri Cameron, Utilities Business Manager

**SUBJECT:** Recommendation for Award Bid No. 23-T00341/FH  
Project Name: Utilities Bill and Mailing Services Project

The attached bid received from Cathedral Corporation for the above referenced project/solicitation is submitted for your review, evaluation, and award recommendation. In accordance with the Hernando County Ordinance No. 93.16, Section 2-105 (6) and Purchasing and Contracts Department Policies and Procedures Manual, Procedure No. 130F, Paragraph 3. (D), Policy140I, Paragraph 2(H), please complete items 2 through 6 and return this award recommendation form with your technical evaluation attached, approved by your department director/manager on or by 5:00 p.m. on November 3, 2023.

1. Total Contract Bid Price is: \$129,096.94
2. Reference checks are satisfactory: ☒ YES ☐ NO  
If no, provide an explanation using the space provided below and/or attached to this form.
3. Recommend award as responsive and responsible bidder ☒ YES ☐ NO  
If no, provide a detailed explanation using the space provided below and/or attached to this form.
4. Request Next Bidder? ☐ YES ☒ NO
5. Provide a statement that addresses the reason(s) for your recommendation or rejection. Include your basis for determining that pricing is fair and reasonable and that the Bidder has the ability and resources to perform in accordance with the bid terms, conditions, and scope.

Cathedral recommendation occurred after the lowest bidder was found non-responsive.

Provide the funding information: Fund 4111 Dept 07098 Account 5303425

Recommendation Approved By: Cheri Cameron Digitally signed by Cheri Cameron  
Date: 2023.10.30 09:54:23 -04'00' Date: \_\_\_\_\_  
Department Director/Manager

Enclosure