



County of Hernando
Procurement and Grants
Toni Brady, Chief Procurement Officer
15470 Flight Path Drive, Brooksville, FL 34604

PROPOSAL DOCUMENT REPORT

T No. 23-T00341/FH

UTILITIES BILL PRINT AND MAILING SERVICES

RESPONSE DEADLINE: September 11, 2023 at 10:00 am

Report Generated: Monday, September 11, 2023

Cathedral Corporation Proposal

CONTACT INFORMATION

Company:

Cathedral Corporation

Email:

lfoerster@cathedralcorporation.com

Contact:

Lori Foerster

Address:

632 Ellsworth Rd
Rome, NY 13441

Phone:

(407) 454-1633

Website:

www.cathedralcorporation.com

Submission Date:

Sep 7, 2023 8:15 AM

ADDENDA CONFIRMATION

Addendum #1

Confirmed Aug 17, 2023 3:09 PM by Lori Foerster

QUESTIONNAIRE

1. VENDOR/CONTRACTOR INFORMATION*

Pass

Please Provide the following Information:

1. Respondent/Vendor Contractor Name
2. Vendor/Contractor FEIN
3. Vendor/Contractor's Authorized Representative Name and Title
4. Address
5. Phone Number
6. Email Address

Cathedral Corporation 14--576820 Marianne W. Gaige, Chairman and CEO, 632 Ellsworth Road, Rome, NY 13441, 315-356-6232,
www.cathedralcorporation.com

2. VENDOR/CONTRACTOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES*

Pass

Section 287.135 (Current Edition), Florida Statutes, prohibits agencies from contracting with companies for goods or services of \$1,000,000.00 or more, that are on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which are created pursuant to s. 215.473 F.S. (Current Edition), or the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725 F.S. (Current Edition), or companies that are engaged in a boycott of Israel or companies engaged in business operations in Cuba or Syria.

As the person authorized to submit bids on behalf of respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to section 287.135 (Current Edition), Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs and does not have business operations in Cuba or Syria.

Confirmed

3. VENDOR/CONTRACTOR SURVEY*

Pass

Please provide information on where you received the knowledge of the bid/request for proposals (mark all that apply):

OpenGov Procurement

4. VENDOR/CONTRACTOR SURVEY (OTHER)

Pass

If you answered "Referred" or "Other" in the Survey, please specify:

n/a

5. Please confirm bid validity for 90 days *

Pass

Bids will be opened immediately after this date and time and will remain binding upon the Bidder for a period of ninety (90) days thereafter.

Confirmed

6. Equipment and Facilities list *

Pass

Please provide a List of equipment and facilities available to do work.

Orlando Printer Xerox Compact Continuous color inkjet Orlando Printer Xerox Reference Continuous color inkjet Orlando Printer Canon Titan cut Sheet Orlando Printer Canon Titan (MICR) cut sheet Orlando Inserter Bluecrest APS Orlando Inserter Bluecrest APS Orlando Inserter Bluecrest MSE Orlando Inserter Bluecrest MSE Orlando Inserter Bluecrest MSE Orlando Folder MBO B21 (continuous) Orlando Folder MBO B21 (continuous) Orlando Folder MBO B120 (pile feed) Orlando Mail Sorter Bluecrest Vantage Orlando Tab/Wafer Kirk Rudy n/a Orlando Tab/Wafer Kirk Rudy n/a Orlando Tab/Wafer Kirk Rudy n/a Orlando Inkjet MCS Array system (4" print)

7. Personnel List *

Pass

Please provide a List of personnel, by name and title, contemplated to perform the work.

Lori Foerster, Senior Regional Director Peggy Dorman, Client Services Representative

8. BID CONFIRMATION*

Pass

The undersigned Bidder has carefully read the Invitation to Bid and its provisions, terms and conditions covering the equipment, materials, supplies and services as called for, and fully understands the requirements and conditions. Bidder certifies that this bid for the same goods/services (unless otherwise specifically noted) and is in all respects fair and without collusion or fraud. Bidder agrees to be bound by all the terms and conditions of this Invitation to Bid and certifies that the person(s) signing this bid is (are) authorized to

bind the Bidder. Bidder agrees that if Bidder is awarded this Invitation to Bid, Bidder will provide the materials and services as stipulated in the specifications of this Invitation to Bid. Bidder further agrees to furnish and to deliver materials and services as indicated, with all transportation charges prepaid, and for the prices quoted.

****IMPORTANT NOTE:** When submitting your bid, do not attach any forms which may contain terms and conditions that conflict with those listed in the County's bid documents. Inclusion of additional terms and conditions such as those which may be on your company's standard forms shall result in your bid being declared non-responsive as these changes will be considered a counteroffer to the County's bid solicitation.

Confirmed

9. Drug Free Workplace Certification *

Pass

I have read and attest to, in accordance with Florida Statute 287.087 (current version), hereby certify that,

Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.

Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.

Gives each employee engaged in providing commodities or contractual services that are under proposal a copy of the statement specified above.

Notifies the employees that as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, pleas of guilty or nolo contendere to, any violation of Chapter 893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.

Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.

Makes a good faith effort to continue to maintain a drug free workplace through the implementation of the Drug Free Workplace Program.

"As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein".

Please Confirm that you have read and attest to Download Drug Free Workplace Certificate

Confirmed

10. Affidavit of Non Collusion and of Non-Interest of Hernando County Employees*

Pass

Affidavit of Non Collusion and of Non-Interest of Hernando County Employees

Certification that Vendor/Contractor affirms that the bid/proposal presented to the Owner is made freely, and without any secret agreement to commit a fraudulent, deceitful, unlawful or wrongful act of collusion.

I have read and attest that I am the Vendor/Contractor in the above bid/proposal, that the only person or persons interested in said proposal are named therein; that no officer, employee or agent of the Hernando County Board of County Commissioners (BOCC) or of any other Vendor/Contractor is interested in said bid/proposal; and that affiant makes the above bid/proposal with no past or present collusion with any other person, firm or corporation.

Please confirm that you have read and attest to Affidavit of Non Collusion and of Non-Interest of Hernando County Employees

Confirmed

11. Sworn Statement

SWORN STATEMENT SECTION 287.133 (3) (A)*

Pass

I have read and attest that I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes (current version), means a violation of any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

I have read and attest that I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1)(b), Florida Statutes (current version), means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any Federal or State trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

I have read and attest that I understand that an "affiliate" as defined in Paragraph 287.133 (1)(a), Florida Statutes (current version), means:

- A. A predecessor or successor of a person convicted of a public entity crime; or
- B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one (1) person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one (1) person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

I have read and attest that I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes (current version), means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which proposals or applies to proposal on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

I have read and attest that based on information and belief, the statement which I have confirmed below is true in relation to the entity submitting this sworn statement:

_____ [attach a copy of the final order].

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31, OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT.

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

IF YOU CHOOSE OPTION 3, PLEASE ATTACH A COPY OF THE FINAL ORDER

Pass

The entity submitting this sworn statement, or one (1) or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted Vendor/Contractor list

Please attach a copy of the final order

Orange_County_LBTR_Through_9_30_24_before_address_change.pdf

12. Authorized Signatures/Negotiators

Authorized Signatures/Negotiators

AUTHORIZED SIGNATURES/NEGOTIATORS *

Pass

Please provide the information to support the statement below:

The Vendor/Contractor represents that the following persons are authorized to sign and/or negotiate contracts and related documents to which the Vendor/Contractor will be duly bound:

Name(s)

Title(s)

Phone no (s)

Marianne W. Gaige

Chairman and CEO

315-334-1307

TYPE OF ORGANIZATION *

Pass

Select your organization's type below

Corporation

COMPANY ID*

Pass

Please Provide Your:

State of Incorporation and

Federal I.D. NO.

State of New York FEIN: 14-0576820

W-9 FORM *

Pass

Please attach your completed W-9 Form

W-9_Cathedral.pdf

ACH ELECTRONIC PAYMENT *

Pass

An ACH electronic payment method is offered as an alternative to a payment by physical check.

Please check Option 1 if you accept the ACH electronic payment method.

(Recommended and Preferred)

Yes, ACH electronic payment method is acceptable.

13. LOCAL VENDOR AFFIDAVIT OF ELIGIBILITY

If you are a local vendor, please answer the following three questions.

LOCAL VENDOR AFFIDAVIT - 12 MONTH MINIMUM

Pass

Vendor/Individual has been in business in Hernando County for a minimum of twelve (12) months prior to date of bid or quote?

Not confirmed

PROOF OF REAL PROPERTY TAX

Pass

Please upload your proof of Real Property Tax

City_of_Orlando_LBTR_2022-2023.pdf

COPY OF FLORIDA DIVISION OF CORPORATIONS ANNUAL REPORT

Pass

Please upload a copy of your Florida Division of Corporations Annual Report

Florida_Annual_Filing_2023.pdf

E-VERIFY CERTIFICATION*

Pass

Vendor/Contractor acknowledges and agrees to the following:

Vendor/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

All persons employed by the Vendor/Contractor during the term of the Contract to perform employment duties within Florida; and

All persons, including subcontractors, assigned by the Vendor/Contractor to perform work pursuant to the Contract with the department.

Confirmed

14. QUALIFICATION SUBMITTAL REQUIREMENTS

REFERENCES*

Pass

Bidder must provide a minimum of **three (3)** references in format shown below. References must be individuals that can be readily contacted and have first-hand knowledge of the Bidder's performance on the specific project performed by the Bidder. Each reference project must meet the following criteria:

Project within the last three (3) years.

Similar in size, dollar value and scope as this project.

Please provide information for 3 required References:

Business/Owner Name

Reference Contact Person

Reference Address

Reference Phone No.

Reference Email Address

Project Name

Project Location

Contract Project Manager

Site Superintendent

Contract Amount

Date Project Commenced

Date of Substantial Completion

Date of Final Completion

Description of Work Performed

By submitting this information, I certify that the qualifications questionnaire information is true and correct to the best of my knowledge.

Sumter Electric Co Op (SECO)

Karen Bennett

Purchasing & Contract Manager

293 S. US Highway 301

Sumterville, FL 33585

Direct Line: 352-569-9732

Karen.bennett@secoenergy.com

Utility Bill Printing and Mailing since 2014

Withlacoochee River Electric CoOp (WREC)

Natalie Swan

Senior Business Analyst IT

352-567-5133 x 6279

Direct Line: 352-437-2722

PO Box 278

Dade City FL 33526

Utility Bill Printing and Mailing since 2019

ToHo Water Authority/ St. Cloud

Jennifer Hervey

Billing Supervisor

Direct Line: 407-967-7169

1300 Ninth Street

St. Cloud, FL 34769

Utility Bill Printing and Mailing since 2015

EQUIPMENT LISTING *

Pass

Bidders shall indicate below a complete listing of all equipment said Bidders will use in the performance of this contract, including rolling stock, loaders, tractors, mowers, and any other specialized equipment. INDICATE WHETHER SUCH EQUIPMENT IS OWNED BY THE COMPANY. Failure to complete and return this section may render Bidder's proposal non-responsive. The County reserves the right to perform a site visit at the Vendor/Contractor's location for purpose of verification of equipment listed and visual observation of equipment condition.

Please provide a listing of the equipment an whether or not if it's company-owned.

Example:

Description of Equipment -- Company Owned

2019 Ford F350 Utility Truck -- Owned by Company/Bidder

Orlando	Printer	Xerox	Compact Continous color inkjet Reference Continous color inkjet Titan cut Sheet Titan (MICR) cut sheet
Orlando	Printer	Xerox	
Orlando	Printer	Canon	
Orlando	Printer	Canon	
Orlando	Mail Sorter	Blucrest	Vantage
Orlando	Inkjet	MCS	Array system (4" print)

15. HERNANDO COUNTY EMPLOYMENT DISCLOSURE CERTIFICATION STATEMENT

IS ANY OFFICER, PARTNER, DIRECTOR, PROPRIETOR, ASSOCIATE OR MEMBER OF THE BUSINESS ENTITY A FORMER EMPLOYEE OF HERNANDO COUNTY WITHIN THE LAST TWO (2) YEARS? *

Pass

No

IS ANY OFFICER, PARTNER, DIRECTOR, PROPRIETOR, ASSOCIATE OR MEMBER OF THE BUSINESS ENTITY A RELATIVE OR MEMBER OF THE HOUSEHOLD OF A CURRENT HERNANDO COUNTY EMPLOYEE THAT HAD OR WILL HAVE ANY INVOLVEMENT WITH THIS PROCUREMENT OR CONTRACT AUTHORIZATION?*

Pass

No

RELATIVES AND FORMER HERNANDO COUNTY EMPLOYEES - ROLES AND SIGNATURES

Pass

Please download the below documents, complete, and upload.

- [HC Employment Disclosure Ce...](#)

HC_Employment_Disclosure_Certification_Statement.pdf

SOLICITATION-OFFER-AWARD

Pass

Please download the below document, complete Offer section, and upload.

- [Solicitation-Offer-Award.pdf](#)

Solicitation-Offer-Award.pdf

PRICE TABLES

BILL STATEMENTS AND ENVELOPES

PROPOSAL DOCUMENT REPORT
T No. 23-T00341/FH
UTILITIES BILL PRINT AND MAILING SERVICES

Line Item	Description	Estimated Quantity	Unit of Measure	Unit Cost	Total
1	Statements (Blue ink pre-printed - Utility Statement) (24lb.-pre-printed white paper)	786,000	1	\$0.0853	\$67,045.80
2	Statements (Green ink pre-printed - Utility Statement) (24lb.-pre-printed white paper)	4,800	1	\$0.0853	\$409.44
3	BILL ENVELOPES (White Pre-Printed No. 10 - Single Window)	790,800	1	\$0.0279	\$22,063.32
4	RETURN ENVELOPES (Excluded from EFT and other statements)	670,800	1	\$0.0251	\$16,837.08
5	BILL ENVELOPES with endorsement (White Pre-printed No 10-Single Window)	131,000	1	\$0.029	\$3,799.00
6	Estimated Print Template Cost	3	1	\$150.00	\$450.00
TOTAL					\$110,604.64

E-BILLS

Line Item	Description	Estimated Quantity	Unit of Measure	Unit Cost	Total
1	Utility Statements(e-billing/actual bill retrieval capability)	786,000	1	\$0.01	\$7,860.00
2	Interim Assessments(e-billing/actual bill retrieval capability)	4,800	1	\$0.01	\$48.00
TOTAL					\$7,908.00

BILL INSERTS

PROPOSAL DOCUMENT REPORT
T No. 23-T00341/FH
UTILITIES BILL PRINT AND MAILING SERVICES

Line Item	Description	Estimated Quantity	Unit of Measure	Unit Cost	Total
1	Inserts received electronically - print and fold. (estimate - 372,000 - 6 inserts, run once per month)	372,000	1	\$0.00	\$0.00
2	Inserts pre-printed; fold only	372,000	1	\$0.02	\$7,440.00
4	Buckslip inserts, colored paper with black print	131,000	1	\$0.024	\$3,144.00
3	Inserts received to be inserted only	0	No charge	\$0.00	
TOTAL					\$10,584.00

HOURS & RATES

Line Item	Description	Unit of Measure	Total
1	Estimated Number of Hours for Statement Modification	Hours	\$25.00
2	Estimated Hourly Rate	Rate	\$150.00