



AGENDA ITEM REPORT

DATE: February 1, 2022
DEPARTMENT: Transportation
REQUESTER: Randy Cerchie
TITLE: Award Contract for Mail House Services for Lee County Tolls

I. MOTION REQUESTED

- A) Award Request for Proposal No. RFP210552MTN, Lee County Tolls Mail House Services to Cathedral Corporation for the mail house services for toll due invoices and discount program renewals, in the amount of \$400,000.00, for an initial term of three years.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C) Grant the County Manager or designee the authority to renew the contract for up to 3 additional years, and to execute all associated documents, as approved in the department’s annual adopted budget, if doing so is in the best interest of Lee County.

II. ITEM SUMMARY

Approves a three-year contract for mail house services for Tolls with Cathedral Corporation to process and mail toll invoices and discount program renewals in the annual amount of \$400,000.00. It was anticipated and budgeted for the contracted increase in mail house services with the transition to cashless tolling.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

Procurement Management obtained proposals for the project known as Request for Proposal No. RFP210552MTN, Lee County Tolls Mail House Services. On the solicitation deadline of November 17, 2021, Procurement Management received four submittals.

An evaluation meeting was held on December 8, 2021, during which the Evaluation Committee considered criterion as listed in the solicitation. Based on the submittals submitted by the proposers, the Committee reached a consensus to recommend the award of a contract to Cathedral Corporation, for use on an as-needed basis for an initial three-year period in the annual amount of \$400,000.00. The contract can be renewed for up to an additional three-year period upon the mutual agreement of both parties.

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	\$400,000
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: LeeWay Service Center Program: DOT Tolls LeeWay Project: Other Contracted Services Account Strings: PE5414742104	
G)	Fund Type?	Enterprise
H)	Comments:	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Cathedral Corp Agreement for Tolls Mail House Services	1/18/2022	Agreement

REVIEWERS:

Department	Reviewer	Action	Date
Transportation	Tucker, Mary	Approved	1/19/2022 - 2:09 PM
Transportation	Cerchie, Randy	Approved	1/19/2022 - 2:10 PM
Budget Services	Henkel, Anne	Approved	1/20/2022 - 7:18 AM
Budget Services	Winton, Peter	Approved	1/20/2022 - 8:37 AM
County Attorney	Adams, Joseph	Approved	1/24/2022 - 9:45 AM
County Manager	Harner, David	Approved	1/24/2022 - 9:58 AM