

AGENDA ITEM REPORT

DATE: June 20, 2023
DEPARTMENT: Transportation
REQUESTER: Randy Cerchie
TITLE: Approve Contract Amendment for Tolls Mail House Services

I. MOTION REQUESTED

A) Approve Amendment No. 1 to the contract with Cathedral Corporation, under Solicitation No. RFP210552MTN, Lee County Tolls Mail House Services, to add two new services, Generation of Discount Program Renewal Forms and an Additional Insert for Toll Due Notices, to the Exhibit A, Detailed Specifications and the corresponding cost to the Exhibit B, Fee Schedule. The amendment and costs will be included in the original contract amount of \$400,000 annually.
 B) Authorize the County Manager or designee to execute the amendment on behalf of the Board of County Commissioners.

II. ITEM SUMMARY

Approves a contract amendment with Cathedral Corporation, under the solicitation for Lee County Tolls Mail House Services, to add two new services - Generation of Discount Program Renewal Forms and an Additional Insert for Toll Due Notices. The new services will be added to Exhibit A, Detailed Specifications and the cost will be added to Exhibit B, Fee Schedule. The amendment and costs will be included in the original contract amount of \$400,000 annually that was approved by the Board on February 1, 2022.

III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History
 On February 1, 2022, the Board of County Commissioners awarded RFP210552MTN, Lee County Tolls Mail House Services, to Cathedral Corporation to provide mail house services for toll due invoices and discount program renewals. The original term of the contract was for 3-years with an option to renew for up to 3 additional years. An amendment is needed at this time to add new services to the contract, Generation of Discount Program Renewal Forms and an Additional Insert for Toll Due Notices. This added work will not increase the value of the original award.
- B) Policy Issues
- C) BoCC Goals
- D) Analysis
- E) Options

IV. FINANCIAL INFORMATION

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|----|--|----------------------|
| A) | Current year dollar amount of item: | No funding required. |
| B) | Is this item approved in the current budget? | N/A |
| C) | Is this a revenue or expense item? | N/A |
| 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: Program: Project: Account Strings: | |
| G) | Fund Type? | N/A |
| H) | Comments: | |

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

| Description | Upload Date | Type |
|---|-------------|-----------------|
| First Amendment of the Agreement for LC Tolls Mail House Services | 6/8/2023 | Agreement |
| Leeway Service Center - Toll Notices Buckslip Insert - Quote | 5/26/2023 | Backup Material |
| Individual PDF's for Renewals - Quote | 5/26/2023 | Backup Material |

REVIEWERS:

| Department | Reviewer | Action | Date |
|-----------------|---------------------|----------|---------------------|
| Transportation | Tucker, Mary | Rejected | 6/8/2023 - 11:11 AM |
| Transportation | Zielinski, Margaret | Approved | 6/8/2023 - 1:01 PM |
| Transportation | Tucker, Mary | Approved | 6/8/2023 - 1:09 PM |
| Transportation | Cerchie, Randy | Approved | 6/9/2023 - 7:04 AM |
| Budget Services | Henkel, Anne | Approved | 6/9/2023 - 9:07 AM |
| Budget Services | Winton, Peter | Approved | 6/9/2023 - 10:43 AM |
| County Attorney | Adams, Joseph | Approved | 6/9/2023 - 11:23 AM |
| County Manager | Harner, David | Approved | 6/12/2023 - 1:00 PM |