

FIRST AMENDMENT OF THE AGREEMENT FOR  
LEE COUNTY TOLLS MAIL HOUSE SERVICES

THIS FIRST AMENDMENT OF THE AGREEMENT FOR LEE COUNTY TOLLS MAIL HOUSE SERVICES is made and entered into by and between the Lee County Board of County Commissioners, a political subdivision of the State of Florida ("County") and Cathedral Corporation ("Vendor"), collectively, the "Parties."

WHEREAS, the County entered into an Agreement to purchase printing and mail house services for various mailings for Lee County Tolls through Solicitation No. RFP210552MTN with Vendor on the 15<sup>th</sup> day of February, 2022 ("Agreement "); and,

WHEREAS, after the execution of the agreement, it was determined that it would be in the best interest of the County 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; and,

WHEREAS, the Parties desire to modify the Agreement to add the two new services to the Exhibit A, Detailed Specifications and the corresponding cost to the Exhibit B, Fee Schedule, pursuant to Article XVI. MISCELLANEOUS of the Agreement.

NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING AND THE MUTUAL COVENANTS CONTAINED HEREIN, IT IS AGREED AS FOLLOWS:

1. The Parties agree that the following shall supplement Subsection 3.3, MAIL SERVICES of Section 3, LEEWAY DISCOUNT PROGRAM RENEWAL PRINTING AND MAILINGS, of the Exhibit A, DETAILED SPECIFICATIONS of the Agreement:
  - c - The Vendor shall provide PDF copies of April and October LeeWay discount program renewal forms, populated with the customer variable data that were mailed to customers. The PDF's should be saved individually by LeeWay account number for easy reference.

[Remainder of the page left intentionally blank.]

2. The Parties agree that the following shall supplement Section 4, TOLL DUE INVOICES PRINTING & MAILINGS, of the Exhibit A, DETAILED SPECIFICATIONS of the Agreement:

4.8 The Vendor shall print and insert an informational sheet to the Toll Due Invoice Mailings for 8 – 12 weeks of weekly invoices on an as needed basis. The insert should be: One sided, one color, white paper, Buckslip (1/3 size of an 8.5 x 11” sheet) in 100,000 quantities.

3. The Parties agree that the following Fee Schedule shall supersede the existing Fee Schedule in Exhibit B of the Agreement:

<i>Toll Facilities Mail House Services</i>			
<b>SECTION 1: LeeWay Discount Program Renewal Mailings Forms and Envelopes Printing</b>			
<b>Item</b>	<b>Description</b>	<b>Unit of Measure</b>	<b>Unit Price</b>
1	4”x 6” 4/4 full color 80# Cougar Natural postcards	EA	\$0.03500
2	Discount Program unlined renewal forms 2/1 Husky off white 60# 2 color front and 1 color back (PMS 323 and Red) Used for Mail House Services.	EA	\$0.02500
3	Discount Program lined renewal forms 2/1 Husky off white 60# 2 color front and 1 color back (PMS 323 and Red) Used in office	EA	\$0.02500
4	Discount Program renewal forms instructions 2/1 Husky off white 60# 1 color front and 1 color back (PMS 323)	EA	\$0.02500
5	#10 white wove window envelopes (window on left side) with indicia (8 cases) PMS 323	EA	\$0.05510
<b>SECTION 2: Mail House Services for Renewal - Receiving and prepping variable data, NCOA lookup, printing, folding, inserting (when needed), sorting for best postage rate, delivery to post office and postage statement. (semi- annual job)</b>			
<b>Item</b>	<b>Description</b>	<b>Unit of Measure</b>	<b>Unit Price</b>
1	Continuous renewal postcards	EA	\$0.01900
2	Renewal forms and instructions	EA	\$0.03400
3	Generation of Discount Program Renewal Form PDFs in April and October, charged by the thousand of PDFs, \$0.01 per page.	EA	\$0.01000

<b>SECTION 3: Toll Due Notices Printing and Mailings Forms and Envelopes</b>			
<b>Item</b>	<b>Description</b>	<b>Unit of Measure</b>	<b>Unit Price</b>
1	#10 white wove window envelopes 2 color (window left side) with indicia PMS 323 and Red. Vendor shall price and bill at a per envelope rate. We expect envelopes to be printed in batches of 250,000 or less.	EA	\$0.02534
2	Informational sheet within the Toll Due Invoice Mailings for 8 – 12 weeks of weekly invoices on an as needed basis. The insert should be: One sided, one color, white paper, Buckslip (1/3 size of an 8.5 x 11” sheet) in 100,000 quantities.	EA	\$0.01160
3	Inserting fee.	Per 1,000 Inserts	\$10.00
4	Special programming outside of original scope.	Hour	\$125.00
<b>SECTION 4: Mail House Services for Toll Due Notices - Receiving and prepping variable data, NCOA lookup, printing from individual PDFs, folding, inserting, separating and packaging multiples, sorting for best postage rate, deliver to post office, and postage statement (weekly job)</b>			
<b>Item</b>	<b>Description</b>	<b>Unit of Measure</b>	<b>Unit Price</b>
1	Single page, one sided, one color notices on Husky off-white 60#	EA	\$0.05376
2	Single page, two sided, one color notices on Husky off-white 60#	EA	\$0.06108
3	Multiple page, two sided, one color notices on Husky off-white 60#	EA	\$0.04676

[Remainder of the page left intentionally blank.]

IN WITNESS WHEREOF this First Amendment of the Agreement has been signed and sealed, in duplicate, by the respective Parties hereto.

DATED this 23 day of June, 2023 by the Lee County Board of County Commissioners.

COUNTY: LEE COUNTY, FLORIDA

BY: *Mary G. Tucker*

Mary G. Tucker

Director of Procurement Management, on behalf of the Board of County Commissioners

APPROVED as to Form for the Reliance of Lee County Only

BY: *Joseph Adams*

County Attorney's Office

DATED this 23<sup>rd</sup> day of May, 2023 by Cathedral Corporation

ATTEST:

BY: *Marianne W. Gaige*

Authorized Signature

*Leslie Lloyd*  
(Witness)

Marianne W. Gaige

Authorized Signature Printed Name

Chairman and CEO

Authorized Signature Title

CORPORATE SEAL:

