

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

THIS SECOND 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 the Parties determined that it would be in the best interest of both Parties to modify the mail delivery processing in Section 9.2 of the Exhibit A. Detailed Specifications section of the Agreement, to permit Vendor using a partner company, Postal Center International, to co-mingle mail for better rates, and add a co-mingle fee of \$0.01/mail piece to the Exhibit B. Fee Schedule; and,

WHEREAS, the Parties desire to modify the Agreement to add the aforementioned changes to the Exhibit A. Detailed Specifications and Exhibit B. Fee Schedule section of the Agreement 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, effective immediately upon full execution of the Agreement, the Detailed Specifications in Exhibit A of the Agreement shall be superseded by:

*[Remainder of this page left intentionally blank.]*

**DETAILED SPECIFICATIONS FOR  
REP FOR LEE COUNTY TOLL FACILITIES PRINTING & MAIL HOUSE SERVICES**

**1. INTRODUCTION & BACKGROUND**

1.1 Lee County Toll Facilities provides electronic and pay- by-plate toll collection on the Cape Coral, Midpoint and Sanibel Toll Facilities. Electronic toll collection is completed with the use of a transponder and a valid account. The pay-by-plate collection is completed through billing for tolls via license plate capture. Lee County's electronic toll collection brand is called LeeWay.

**2. DETAILED SCOPE OF PROJECT, DELIVERABLES, & PROJECT PROVISIONS**

2.1 Lee County (County) seeks to contract with a qualified Vendor to establish a contract for printing and mail house services for semi-annual discount renewal mailings and weekly toll invoice mailings. The services shall include but not limited to: the pre-printing of forms and envelopes; variable data printing and mailing of Toll Facilities' Discount Program Renewal forms, Continuous Renewal postcards, and Toll Due invoices (including additional inserts as requested); NCOA processing; inserting; sorting; and sealing in final preparation for mailing to the customer. All mailings shall be coded and delivery point bar-coded to ensure the lowest possible postage rates and rapid delivery.

2.2 The Vendor shall ensure all hardware and software is reliable, readily available, easily upgradable, and easily maintained.

2.3 The Vendor shall ensure all the printing, digital variable data, folding, inserting and all mail handling functions occur at one facility. Due to the sensitive nature of the data, there will be NO subcontracting or outsourcing allowed.

2.4 The Vendor shall have the proper hardware and software that allows for sorting mail to obtain the lowest postage rates.

2.5 The Vendor shall use National Change of Address (NCOA) to update the database for each mailing.

2.6 The County's Toll Facilities shall own the data. The Vendor is prohibited from renting, leasing, sharing, or selling the information contained in the data.

2.7 The Vendor shall provide for a digital platform that allows for receipt of requests and review of proofs prior to County order placement. Proofs must be provided within 5 business days unless other notice is given by the County authorized representative.

2.8 The Vendor shall have an agreed upon secure transfer website for data exchange for compliance with Highway Safety Motor Vehicles. Simple File Transfer Protocol (SFTP) is currently the accepted method. The County reserves the right to approve or reject any alternate methods utilized.

2.8.1 A minimum of three secure transfer website accounts is required with the Vendor.

2.9 The Vendor must be able to complete Florida Highway Safety & Motor Vehicle training and acknowledge the following:

- a. All driver license and motor vehicle information available in the data exchange files are confidential in nature. The Vendor shall access, disseminate, use and maintain all information received under these contracts in a manner that ensures its confidentiality and proper utilization in accordance with Chapter 119, Florida Statutes, and Driver's Privacy Protection Act.
- b. Have received training and understand the civil and criminal sanctions specified in state and Federal law for unauthorized use of the Florida Highway Safety & Motor Vehicle customer personal data.

2.10 Vendor shall inform Tolls IT staff within 60 business days if migrating to new secure site to verify SFTP code and account changes.

2.11 The Vendor shall have knowledge of Canadian and international mailing procedures, customs regulations, clearances, and policies, and shall apply this knowledge to fulfill shipments and inquiries from Canada and of other international origin.

2.12 Any estimated, averaged, or equivalent quantities listed herein shall be considered informational in nature and shall not impose a minimum order quantity onto the County.

2.13 All pre-printed forms, variable data printing and images should be professional looking with crisp, clear printing. The printing should be free from blurriness, faded spots, dark or light lines, smudges. Both laser and inkjet printing at 600DPI or higher will be acceptable.

2.14 The Vendor shall provide online document archiving for a 90 day period for all printed/mailed documents.

### **3. LEEWAY DISCOUNT PROGRAM RENEWAL PRINTING & MAILINGS**

3.1 The Vendor shall complete the discount program renewal jobs during agreed upon dates during the months of March and September.

3.2 FORMS & ENVELOPES- Discount Program Renewal pre-printing tasks will include the following:

- a. Printing of 4"x 6" 4/4 full color 80# Cougar Natural postcards. Quantities vary from 1,000-2,000 in March to 35,000 -40,000 in September.
- b. Printing of Discount Program lined and unlined renewal forms 2/1 Husky off white 60# 2 color front and 1 color back (PMS 323 and red). Quantities vary from 3,000-5,000 in March to 20,000-25,000 in September.
- c. Printing of Discount Program renewal forms instructions 2/1 Husky off white 60# 1 color front and 1 color back (PMS 323). Quantities vary from 2,500-4,500 in March to 20,000—30,000 in September.
- d. Printing of #10 white wove window envelopes (window on left side) with indicia (8 cases) PMS 323. Quantities vary from 3,000-5,000 in March to 15,000-20,000 in September.

3.3 **MAIL SERVICES** - Discount Program Mail house Services: The continuous renewal postcard jobs includes an average of 850 postcards in March and 37,000 postcards in September. Discount program renewal forms and instruction insert include an average of 2,300 forms in March and 15,000 forms in September.

- a. The Vendor shall receive the following variable data (but not limited to) for printing on the renewal forms:
  - LeeWay Account Number
  - Name
  - Address (as separate fields of: Address, Apt/Suite, City, State, Zip)
  - Telephone (two fields: home and work/alternate phone number)
  - Email address
  - There may be multiple of the following per account.
    - Transponder Number
    - Vehicle information (license plate, make, model, year, color)
    - Discount program code and prices
  - Prepaid account requirement and price
- b. The Vendor shall receive the following variable data (but not limited to) for printing on the postcards.
  - LeeWay Account Number
  - Name
  - Address (as separate fields of: Address, Apt/Suite, City, State, Zip)

3.4 The Vendor shall provide sample renewal form proofs to verify data accuracy prior to completing the mailing task.

3.5 Data shall be sent in an agreed upon industry standard format such as delimited file or database.

3.6 The Vendor shall complete renewal mail fulfillment within 48 hours of receipt.

#### **4. TOLL DUE INVOICES PRINTING & MAILINGS**

4.1 The Vendor shall complete the toll due notice tasks on a weekly basis. Monday is the preferred day of processing with agreed upon alternative days for holidays.

4.2 **FORMS & ENVELOPES** - Toll Due Invoices pre-printing tasks will include the following:

- a. Printing of #10 white wove window envelopes 2 color (window left side) with indicia (8 cases) PMS 323 and Red. The County intends to purchase this service multiple times a year in the amount of 250,000 envelopes per order. Vendor shall store envelopes and monitor inventory for adequate ordering. Vendor shall price and bill at a per envelope rate.

- 4.3 **MAIL HOUSE SERVICES:** The Vendor should include in the quote a cost for:
- a. Printing & mailing of single page, one sided, one color notices on Husky off-white 60# Quantities from 15000 and higher per week or 2,000,000 annually. Items b and c below may replace single page, one sided printing.
  - b. Printing & mailing of single page, two sided, one color notices on Husky off-white 60# Quantities from 15000 and higher per week 2,900,000 annually.
  - c. Printing & mailing of multiple page, two sided, one color notices on Husky off-white 60# Quantities from 3,000 and higher per week 700,000 annually.
- 4.4 The software platform for the toll due notice billing is a proprietary custom system that uses IBM Websphere. Data will be sent in an agreed upon industry standard format such as delimited file, csv, zip, and PDF.
- 4.5 The file exchange process for the weekly Toll Due Invoice mailings will be the following.
- a. DOT Tolls IT process uploads Address Update Request file to secure site provided by print vendor using SFTP protocol.
  - b. Print Vendor processes Address Update Request file against USPS address database and places two files on secure site.
    - i. Address Accepted Response file
    - ii. Address Rejected Response file
  - c. DOT Tolls IT process downloads Address Accepted and Rejected Response files from secure site provided by print vendor using SFTP protocol
  - d. DOT Tolls IT process to create single and multiple Toll Due Invoices files, these files are uploaded to secure site provided by print vendor using SFTP protocol.
  - e. The Toll Due Invoice files are sent in a .zip format to allow for compression and faster data transfer
  - f. Print Vendor processes single and multiple Toll Due Invoices files by printing and mailing letters to customers of the Lee County DOT Tolls.
- 4.6 The Vendor shall complete mail fulfillment within 48 -54 hours of receipt of the weekly file. There are two parts of the file exchange process for mailing toll due notices.
- a. The first part take two hours with the Vendor receiving the file around 9:00A.M to 9:30A.M. to start the address validation process.
  - b. Once the file is returned from the Vendor, the second part takes approximately three to four hours to generate PDFs. During those 3-4 hours, the system processes through a set of parameters and builds individual PDFs for each license plate.
    - i) Single PDF can contain multiple bridge crossings for one license plate
    - ii) Multi PDF for one license plate if customer exceeds current count allowed on one pdf
  - c. After the creation of the PDF files is complete the system will take all the individual PDFs and create a zip file to return to the Vendor.
- 4.7 The Vendor shall combine multiples invoices (same name and address) together per mailing. This process needs to be hand matched. Up to 12 pages shall go into a normal #10, 13-34 pages shall go into a 9X12 envelope, and 34 pages in a larger envelope. The weekly multiple letter mailings for the last 12 weeks range between 3,806 and 18,290 with an average of 9,204 per week.

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, Bucksip (1/3 size of an 8.5 x 11 " sheet) in 100,000 quantities.

**5. REPORTS**

5.1 The Vendor shall provide a Postage Statement for each mailing (detailing postage utilized and number of pieces per rate).

**6. STORAGE**

6.1 The Vendor shall provide air-conditioned storage sufficient to store all Lee County Toll Facilities mailing material. The storage space and handling of all collateral shall include but not be limited to, discount program renewal forms and instructions, 250,000 + envelopes inclusive of printed materials. No more than 250,000 envelopes should be printed at one time, in case revisions to the envelope design.

**7. SPECIAL PROJECTS**

7.1 Upon authorization by the Toll Facilities Operations Manager, the Vendor shall include but not be restricted to special mailings, disposal, printing jobs, providing labels and special delivery of requested data by the Lee County Tolls. These special projects would have a negotiated price between Lee County and the Vendor.

**8. TOLL FACILITIES PICKUPS AND DELIVERABLES**

8.1 Upon request by the Toll Facilities, the Vendor shall coordinate the pickup and delivery of materials that may include but not be limited to envelopes, post cards, and toll due notices, renewal forms. Tolls, when possible shall provide a 24 hour notice of special pickup and deliveries, as needed.

8.2 The Vendor shall coordinate the delivery of mailings that do not meet presorted permit requirements to be delivered for metered postage to the LeeWay Service Center.

**9. POSTAGE**

9.1 Postage shall be paid using Lee County Toll Facilities first class mail permit for first class and first class presorted mailings.

9.2 The Vendor has partnered with Postal Center International (PCI) to co-mingle mail for better rates. Vendor will process, insert and seal the mail pieces and apply the Intelligent Mail barcode. PCI will present the mail using the mail anywhere program to the USPS using Lee County Toll Facilities first class mail permit. PCI will pick the mail up daily from Vendor's facility using trucks equipped with GPS but also camera's in both the cab and back of the truck. Once sorted, the mail will be transported to the Ft. Lauderdale USPS processing center, typically the following day, and cross docked into a USPS truck for delivery to the Ft. Myers processing center. PCI guarantees a 5-digit presort rate for every piece of mail, currently \$0.545 per piece, added with the co-mingle fee of \$0.01/mail piece, the estimated annual postage savings would be over \$31,000.

End of Detailed Specifications

2. The Parties agree that effective immediately upon full execution of the Agreement, the following Fee Schedule shall supersede the existing Fee Schedule in Exhibit B of the Agreement:

<b><i>Toll Facilities Mail House Services</i></b>			
<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, Bucksip (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

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**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)**

Item	Description	Unit of Measure	Unit Price
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

**SECTION 5: Miscellaneous**

Item	Description	Unit of Measure	Unit Price
1	Co-mingle service fee	Each mail piece	\$0.01

3. The Parties agree that the Agreement will expire 6 months after full execution of this Amendment.

[Remainder of this page left intentionally blank.]



IN WITNESS WHEREOF, this Second Amendment of the Agreement has been signed and sealed, in duplicate, by the respective parties hereto. Each individual signing this Amendment directly and expressly warrants that he/she has been given and has received and accepted authority to sign and execute the Amendment on behalf of the party for whom it is indicated he/she has signed, and further has been expressly given and received and accepted authority to enter into a binding amendment on behalf of such party with respect to the matters contained herein and as stated herein.

DATED this 5/20/2025 | 12:52 PM EDT by the Lee County Board of County Commissioners.

COUNTY: LEE COUNTY, FLORIDA

DocuSigned by:

*Robert Price*

BY: EE2484E86D8A41D...

Robert Price

Director, Department of Transportation, on  
behalf of the Board of County  
Commissioners

APPROVED as to Form for the Reliance of  
Lee County Only

Signed by:

*Joseph A. Adams*

BY: DCCFD4580467...

County Attorney's Office

DATED this 15<sup>th</sup> day of May, 2025 by Cathedral Corporation

ATTEST:

BY: *Marianne W. Gaige*  
Authorized Signature

*Leli P. Rhee*  
(Witness)

Marianne W. Gaige

Authorized Signature Printed Name

Chairman and CEO

Authorized Signature Title

CORPORATE SEAL

