

From: [Mercurio, Jim](#)
To: [Christine Jung](#); [Beauchman, Jihad](#); [Compliance Manager](#)
Cc: [Deanna Santana](#); [Ruth Shikada](#); [Kenn Lee](#); [Brian Doyle](#); [Mercurio, Jim](#)
Subject: RE: SBL Follow up - Confidential
Date: Wednesday, January 20, 2021 5:13:43 PM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)

Hi Christine.

My apologies for the delay on this. We have been focused on developing a potential COVID vaccine plan for Levi's Stadium.

Here are answers to your questions.

- How has ManCo issued notices of default in prior years?
 - Notice of defaults are sent annually and are typically printed by an outside printing company that handles printing and fulfillment of the entire mailing.
 - An outside service has shown to be a better solution for this kind of work; allowing the sales and service team to work on generating sales leads and servicing the needs over 10K+ SBL customers.

- Why can't this work be done in-house?
 - Due to the COVID shut down of the stadium, and the lack of stadium events, we believe we can handle this in-house this year, and will proceed accordingly.
 - We will handle notices of termination in the same manner.

- How exactly will the \$20,000 be spent? Please provide breakdown of the costs.
 - Since much of the work for this year will now be handled by internal staff, here is the breakdown of the costs.
 - Shipping/Postage costs for notice of defaults (not to exceed 600 notices) - \$8,200 Each notice will be sent via Fed Ex with electronic tracking, or USPS Certified Mail with Return Receipt Requested (for PO Box addresses). The estimated per unit cost is in the range of \$7.00 - \$15.00; assumed an average of \$13.67.
 - Shipping/Postage costs for notice of termination - Not to exceed 600 notices - \$8,200 We used the same assumptions as the default notices.
 - Estimated Total – Not to exceed \$16,400, for both notices.

- Is Stadium Authority responsible for these costs? If so, where are these costs charged?
 - Correct. The SCSA is responsible for 100% of the costs for SBL Sales & Service. The costs are charged to SBL Sales & Service Expense.

- What they will each be responsible for?
 - Fed Ex will be used for most of the notices, because their online electronic tracking is better than USPS, there is less labor involved in preparing the return receipts, and customer perceptions of urgency.
 - USPS will be used for customers with PO box addresses.

- Not-to-exceed amounts for each vendor.

- We won't have a breakdown of the actual cost for each vendor until after the work is complete. This is because we are still working on collections and will continue to do so until the day we send the notices.
- As indicated above, the NTE for both vendors combined would be an estimated \$16,400. If you need to indicate an NTE for each vendor, we suggest using \$9,000 for each. Again, we won't know the actual cost until we actually run the mail lists for each set of notices.
- Short description of the procurement process used to select each recommended vendor (i.e., one informal quote for supplies, materials, and equipment less than \$15,000; or three informal quotes for supplies, materials, and equipment exceeding \$15,000; or three informal quotes for services less than \$50,000). This description should include the names of the other vendors that ManCo received quotes from, if applicable.
 - Each vendor is less than \$10,000 based on their published rates.

Please note that the above answers relate to the default and termination notices that will be sent out in the next few weeks. With respect to the customer invoices for the payments due [March 2021] we decided to expedite that mailing to maximize the timely collection of SBL revenues. Therefore, we sent out all those invoices on 1/15/2021. The total cost of that printing and mailing work was less than \$10,000, including postage.

Thanks.

JIM

JIM MERCURIO

Executive Vice President & General Manager
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Levi's® Stadium
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Santa Clara, CA 95054



#FTTB
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From: Christine Jung <CJung@SantaClaraCA.gov>

Sent: Monday, January 18, 2021 2:18 PM

To: Mercurio, Jim <jim.mercurio@49ers.com>; Beauchman, Jihad <Jihad.Beauchman@49ers.com>; Mercurio, Jim <jim.mercurio@49ers.com>; Compliance Manager <compliancemanager@49ers-smc.com>

Cc: Deanna Santana <DSantana@SantaClaraCA.gov>; Ruth Shikada <RShikada@SantaClaraCA.gov>; Kenn Lee <KLee@SantaClaraCA.gov>; Brian Doyle <BDoyle@SantaClaraCA.gov>

Subject: RE: SBL Follow up - Confidential

Hi Jim,

I'm following up on my email below for requested information regarding the vendors that will provide printing and mailing services for the SBL invoices, default notices, and termination letters. We will need to incorporate the following information as part of the agenda report:

- Names of recommended vendors
- What they will each be responsible for
- Not-to-exceed amounts for each vendor
- Short description of the procurement process used to select each recommended vendor (i.e., one informal quote for supplies, materials, and equipment less than \$15,000; or three informal quotes for supplies, materials, and equipment exceeding \$15,000; or three informal quotes for services less than \$50,000). This description should include the name of the other vendors that ManCo received quotes from, if applicable.

Please share the information as soon as possible so that we can finalize the report and route it internally before the agenda packet gets posted on Thursday.

Thank you,
Christine

From: Christine Jung

Sent: Thursday, January 14, 2021 4:53 PM

To: Mercurio, Jim <jim.mercurio@49ers.com>; Beauchman, Jihad <Jihad.Beauchman@49ers.com>; Mercurio, Jim <jim.mercurio@49ers.com>; Compliance Manager <compliancemanager@49ers-smc.com>

Cc: Deanna Santana <DSantana@SantaClaraCA.gov>; Ruth Shikada <RShikada@SantaClaraCA.gov>; Kenn Lee <KLee@SantaClaraCA.gov>; Brian Doyle <BDoyle@SantaClaraCA.gov>

Subject: RE: SBL Follow up - Confidential

Hi Jim,

As discussed during our SBL meeting today, we plan on bringing the request outlined in your email below to the Board on January 26. However, we do need to include the following information in the agenda report:

- Names of recommended vendors
- What they will each be responsible for
- Not-to-exceed amounts for each vendor
- Short description of the procurement process used to select each recommended vendor (i.e., one informal quote for supplies, materials, and equipment less than \$15,000; or three informal quotes for supplies, materials, and equipment exceeding \$15,000; or three informal quotes for services less than \$50,000). This description should include the name of the other vendors that ManCo received quotes from, if applicable.

Please provide this information as soon as possible but no later than tomorrow, January 15. The agenda packet for the January 26 meeting will be posted next Thursday, January 21.

Thank you,
Christine Jung | Assistant to the Executive Director
1500 Warburton Avenue | Santa Clara, CA 95050

D: 408.615.2218 | www.santaclaraca.gov/scsa

From: Mercurio, Jim <jim.mercurio@49ers.com>

Sent: Monday, January 11, 2021 4:55 PM

To: Deanna Santana <DSantana@SantaClaraCA.gov>; Christine Jung <CJung@SantaClaraCA.gov>; Ruth Shikada <RShikada@SantaClaraCA.gov>; Brian Doyle <BDoyle@SantaClaraCA.gov>; Compliance Manager <compliancemanager@49ers-smc.com>; Kenn Lee <KLee@SantaClaraCA.gov>

Cc: Mercurio, Jim <jim.mercurio@49ers.com>; Beauchman, Jihad <Jihad.Beauchman@49ers.com>

Subject: SBL Follow up - Confidential

Hi Deanna:

We are in the process of assembling a number of written notifications to SBL holders that will be mailed in the next few weeks.

As such, we are requesting authorization from the SCSA Board for the Stadium Manager to enter into agreements (not to exceed \$20,000) in order to print and mail invoices, default notices, and termination letters to SBL account holders in-line with the direction of the SCSA Board.

Many SBL holders require paper copies of documents under their SBL agreements. These notices provide protection against any allegation that notice was not received by any SBL holder as a result of emails that are blocked by filtering software or that otherwise go undelivered.

Thanks in advanced for your consideration.

JIM

JIM MERCURIO

Executive Vice President & General Manager

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