

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO ISSUE THE ATTACHED BLANKET PURCHASE ORDER RENEWING THE AGREEMENT BETWEEN ARROWMAIL PRESORT CO., INC. AND THE CITY OF HOLLYWOOD TO PROVIDE PRESORT MAIL & FULFILLMENT SERVICES INCLUDING DAILY AND BULK MAIL SERVICES IN AN ESTIMATED ANNUAL AMOUNT OF \$174,000.00.

WHEREAS, the Office of the City Clerk, Records and Archives Division, and the Department of Financial Services, Treasury Division require an agreement to provide presort mail & fulfillment services including daily and bulk mail services for all City mail; and

WHEREAS, Section 38.46 of the City's Purchasing Ordinance authorizes the Director of Procurement Services to join with other governmental entities in cooperative purchasing plans when it is in the best interest of the City; and

WHEREAS, the City of Hollywood participated, along with various other governmental entities, in the competitive bid for Presort Mail & Fulfillment Services including Daily and Bulk Mail Services, by the City of Fort Lauderdale, Florida, its Bid Number 733-11241, as lead agency for the Southeast Florida Governmental Cooperative; and

WHEREAS, on September 30, 2013, the City Manager, via memo File No. PR-13-228, authorized the issuance of Blanket Purchase Order Number B002525 to Arrowmail Presort Co., Inc. for Presort Mail & Fulfillment Services for a ninety (90) day trial period; and

WHEREAS, Section 38.48(B) of the Purchasing Ordinance of the City of Hollywood, provides that the City Manager or his/her designee is authorized to extend, for operational purposes only and for a maximum of ninety (90) days, any contract entered into by the city pursuant to City Commission approval and any further extensions of such contract require the approval of the City Commission; and

WHEREAS, on March 25, 2014 the City of Fort Lauderdale, Florida approved the award of its Bid Number 733-11241 to Arrowmail Presort Co., Inc. of Miami, Florida for a one (1) year period with the option to renew for three (3) additional one (1) year periods effective January 20, 2014; and

WHEREAS, on May 7, 2014, the City Commission passed and adopted Resolution Number R-2014-108, which authorized the issuance of Blanket Purchase Order Number B002525 to Arrowmail Presort Co. Inc. in accordance with the Cooperative Purchasing Bid Number 733-11241 for a one (1) year term in the amount \$422,607.00 with the option to renew for three (3) additional one (1) year periods; and

WHEREAS, the City of Hollywood has utilized the presort mail & fulfillment services including daily and bulk mail services provided by Arrowmail Presort Co., Inc. for all City mail, and their service has been satisfactory; and

WHEREAS, Arrowmail Presort Co.,Inc. has agreed to provide the same services to the City of Hollywood under the same pricing, terms and conditions; and

WHEREAS, the Department of Financial Services, the Office of the City Clerk and the Director of Procurement Services recommend that the City Commission approve the renewal of the attached blanket purchase order for the first one (1) year renewal period with Arrowmail Presort, Inc. to provide presort mail & fulfillment services including daily and bulk mail services for all City mail, for an estimated annual expenditure of \$174,000.00; and

WHEREAS, award is subject to the City's receipt and approval of all insurance certificates required by the City's Risk Manager, and indemnity to the City; and

WHEREAS, the City may terminate the agreement should the Contractor fail to reasonably perform the services as specified, upon thirty (30) days written notification; and

WHEREAS, the Records and Archives Division internally charges the Postage Budget Accounts of City Departments utilizing the bulk mail services provided; and

WHEREAS, funding for the attached Blanket Purchase Order has been provided for in the fiscal year 2015 budget in City Clerk's Office, Records and Archives Division's Budget Account Number 57.1339.00053.590.004201 (\$144,000.00), and the Department of Financial Services - Treasury Division Budget Account Number 01.1224.00000.513.004201 (\$30,000.00) and will be budgeted in subsequent fiscal years;

A RESOLUTION AUTHORIZING THE ISSUANCE OF THE ATTACHED BLANKET PURCHASE ORDER RENEWING THE AGREEMENT BETWEEN ARROWMAIL PRESORT CO., INC. AND THE CITY OF HOLLYWOOD TO PROVIDE PRESORT MAIL & FULFILLMENT SERVICES INCLUDING DAILY AND BULK MAIL SERVICES

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA:

Section 1: That it hereby approves and authorizes the issuance, by the appropriate City Officials, of the attached Blanket Purchase Order renewing the agreement between Arrowmail Presort Co., Inc. and the City of Hollywood, together with such non-material changes as may be subsequently agreed to by the City Manager and approved as to form and legality by the City Attorney.

Section 2: That this resolution shall be in full force and effect immediately upon its passage and adoption.

PASSED AND ADOPTED this _____ day of _____, 2015.

PETER BOBER, MAYOR

ATTEST:

PATRICIA A. CERNY, MMC, CITY CLERK

APPROVED AS TO FORM AND LEGALITY
for the use and reliance of the
City of Hollywood, Florida, only.

JEFFREY P. SHEFFEL, CITY ATTORNEY