



**CITY OF HOLLYWOOD, FLORIDA**  
**PROCUREMENT SERVICES DIVISION**

**DATE:** November 6, 2017

**FILE:** PR-18-045

**TO:** George R. Keller, Jr.  
Assistant City Manager/Finance & Administration

**TO:** Patricia Cerny, City Clerk

**FROM:** Marie Williams, Procurement Contracts Officer  
Procurement Services

**SUBJECT:** Blanket Contract Renewal for Presort Mail Services and Fulfillment Services Daily & Bulk Mail Pick-up Services – B002525 – Arrowmail Presort Co., Inc.

**ISSUE:**

The BPO with Arrowmail Presort Co., Inc. for Presort Mail Services and Fulfillment Services Daily & Bulk Mail Pick-up Services, is due to expire on January 19, 2018 with no renewal options.

The current contract with the City of Fort Lauderdale Bid# 733-11241 has no renewal options left. They are currently working on a new Bid that will be submitted for approval (tentatively) during their January Commission Meeting. If you do wish to participate in the New Bid, please return this Memo form as soon as possible.

If you do not want a new contract to be created for said services, please explain the reason(s) in a separate memo. Also note that this contract will expire on the date mentioned above.

**EXPLANATION:**

If you do not want to renew this contract, please explain the reason(s) in a separate memo. Also note that this contract will expire on the date mentioned above and if a new contract is to be established, you must submit bid specifications.

**RECOMMENDATION:**

Please reply as soon as possible by returning this memo appropriately filled out, signed and dated, along with a completed copy of the contract renewal evaluation form, which is also available electronically on the intranet in the Procurement Forms.

Date: 11-8-2017

To: Marie Williams, Procurement Services

The ACM / City Clerk recommend the following:

☒ Establish a new contract. See the attached completed Procurement Services Form. (If applicable) The Budget Account Number to be charged is 57-1339-00053-590-004201

☐ DO NOT prepare a replacement contract (items/services no longer needed).

☒ Estimated annual usage/expenditure is \$120,310<sup>00</sup>

By: Patricia Cerny

Title: City Clerk

## Michelle Lemire

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**From:** Patrick Riboul <patrickr@arrowmailservice.com>  
**Sent:** Tuesday, December 12, 2017 3:12 PM  
**To:** Michelle Lemire  
**Subject:** RE: Contract request

Hi Michelle,

Yes, this is a possible solution. We look forward to opportunity.

Regards,



**Patrick R. Riboul** Director of Marketing & Sales  
Arrowmail Corporate Services  
p: 305.591.0024 m: 305.450.1658 a: 9825 NW 17th St. Miami, FL 33172  
s: [www.arrowmailservice.com](http://www.arrowmailservice.com) e: [patrickr@arrowmailservice.com](mailto:patrickr@arrowmailservice.com)



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**From:** Michelle Lemire [mailto:MLEMIRE@hollywoodfl.org]  
**Sent:** Tuesday, December 12, 2017 8:28 AM  
**To:** Patrick Riboul <patrickr@arrowmailservice.com>  
**Subject:** RE: Contract request

Good Morning Patrick,

Upon speaking to City of Pompano, we determined we would not be able to piggy-back on their contract since it is a direct contract & was not competitively bid.

If you are willing to extend the current terms & conditions of the City of Fort Lauderdale contract for another year, we could go that route.

Please see attached letter and let me know if this is a possible solution, as we would like to keep utilizing your company's services.

Thank you,

*Michelle Lemire*

Procurement Specialist



City of Hollywood  
2600 Hollywood Blvd.  
Hollywood, FL 33022-9045  
P.O. Box 229045  
Office: 954-921-3223 ext. 3223  
Fax: 954-921-9086

E-mail: [mlemire@hollywoodfl.org](mailto:mlemire@hollywoodfl.org)

**From:** Patrick Riboul [<mailto:patrickr@arrowmailservice.com>]  
**Sent:** Monday, December 11, 2017 10:17 AM  
**To:** Michelle Lemire  
**Subject:** RE: Contract request

Good Morning Michelle,

I have a contract that we are executing with the City of Pompano that we want to offer you. This is the same pricing that we have in effect at the current moment.

Regards,



**Patrick R. Riboul** Director of Marketing & Sales  
Arrowmail Corporate Services  
p: 305.591.0024 m: 305.450.1658 a: 9825 NW 17th St. Miami, FL 33172  
s: [www.arrowmailservice.com](http://www.arrowmailservice.com) e: [patrickr@arrowmailservice.com](mailto:patrickr@arrowmailservice.com)



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**From:** Michelle Lemire [<mailto:MLEMIRE@hollywoodfl.org>]  
**Sent:** Monday, December 04, 2017 10:53 AM  
**To:** Patrick Riboul <[patrickr@arrowmailservice.com](mailto:patrickr@arrowmailservice.com)>  
**Subject:** RE: Contract request

Thank you!

*Michelle Lemire*

Procurement Specialist



City of Hollywood  
2600 Hollywood Blvd.  
Hollywood, FL 33022-9045  
P.O. Box 229045  
Office: 954-921-3223 ext. 3223  
Fax: 954-921-9086  
E-mail: [mlemire@hollywoodfl.org](mailto:mlemire@hollywoodfl.org)

**From:** Patrick Riboul [<mailto:patrickr@arrowmailservice.com>]  
**Sent:** Monday, December 04, 2017 10:27 AM  
**To:** Michelle Lemire  
**Subject:** RE: Contract request

Good Morning Michelle,

I am going to work getting you the information you requested.

Thanks,



**Patrick R. Riboul** Director of Marketing & Sales

Arrowmail Corporate Services

p: 305.591.0024 m: 305.450.1658 a: 9825 NW 17th St. Miami, FL 33172

s: [www.arrowmailservice.com](http://www.arrowmailservice.com) e: [patrickr@arrowmailservice.com](mailto:patrickr@arrowmailservice.com)



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**From:** Michelle Lemire [<mailto:MLEMIRE@hollywoodfl.org>]

**Sent:** Monday, December 04, 2017 10:24 AM

**To:** Patrick Riboul <[patrickr@arrowmailservice.com](mailto:patrickr@arrowmailservice.com)>

**Subject:** Contract request

Good Morning,

Can you please send me a copy of your current Miami Dade Presort & Fulfillment Contract.

Thank you,

*Michelle Lemire*

Procurement Specialist



City of Hollywood

2600 Hollywood Blvd.

Hollywood, FL 33022-9045

P.O. Box 229045

Office: 954-921-3223 ext. 3223

Fax: 954-921-9086

E-mail: [mlemire@hollywoodfl.org](mailto:mlemire@hollywoodfl.org)



## **Southeast Florida Governmental Purchasing Cooperative Group**

### **CONTRACT AWARD**

Please complete each of the applicable gray boxes and submit with bid documents and applicable award notices and tabulations to [lpiper@myboca.us](mailto:lpiper@myboca.us) for placement on the NIGP SE FL Florida Website Coop Contract page.

**BID/RFP NO.:** 733-11241

**DESCRIPTION/TITLE:** Presort Mail & Fulfillment Services

**INITIAL CONTRACT TERM:** Starts: January 20, 2014 Ends: January 19, 2015

**RENEWAL TERMS OF CONTRACT:** Three RENEWAL OPTIONS FOR one year  
(Number of renewals) (period of time)

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#### **SECTION #1 - VENDOR AWARD**

**Vendor Name:** Arrowmail Presort Company, Inc.  
**Vendor Address:** 9825 NW 17 Street  
**Contact:** Patrick R. Riboul  
**Phone:** 305-591-0024 x 330 **Fax:** no # submitted  
**Cell/Pager:** no # submitted **Email Address:** Patrick@arrowmail.com  
**Website:** not submitted  
**FEIN:** 650260760

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#### **SECTION #2 – AWARD/BACKGROUND INFORMATION**

**Award Date:** March 25<sup>th</sup>, 2014 **Resolution/Agenda Item No.:** not required  
**Insurance Required:** yes  
**Performance Bond Required:** no

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#### **SECTION #3 - LEAD AGENCY**

**Agency Name:** City of Fort Lauderdale  
**Agency Address:** 100 North Andrews Avenue #619  
**Agency Contact:** Richard Ewell  
**Telephone:** 954-828-5138 **Facsimile:** 954-828-5576  
**Email:** rewell@fortlauderdale.gov

**AGREEMENT FOR  
PRESORT MAIL & FULFILLMENT SERVICES**

THIS AGREEMENT, made this 25 day of March 2014, is by and between the City of Fort Lauderdale, a Florida municipality, ("City"), whose address is 100 North Andrews Avenue, Fort Lauderdale, FL 33301-1016, and Arrowmail Presort Company, Inc., a Florida corporation, ("Contractor" or "Company"), whose address and phone number are 9825 NW 17 Street Miami, Florida 33172, Phone: 305-591-0024 x330, Email: Patrick@arrowmailservice.com.

NOW THEREFORE, for and in consideration of the mutual promises and covenants set forth herein and other good and valuable consideration, the City and the Contractor covenant and agree as follows:

**WITNESSETH:**

**I. DOCUMENTS**

The following documents (collectively "Contract Documents") are hereby incorporated into and made part of this Agreement (Form P-0001):

- (1) Invitation to Bid No. 733-11241, Presort Mail & Fulfillment Services, including any and all addenda, prepared by the City of Fort Lauderdale, ("ITB" or "Exhibit A").
- (2) The Contractor's response to the ITB, dated June 18<sup>th</sup> 2013, ("Exhibit B").

All Contract Documents may also be collectively referred to as the "Documents." In the event of any conflict between or among the Documents or any ambiguity or missing specifications or instruction, the following priority is established:

- A. First, specific direction from the City Manager (or designee)
- B. Second, this Agreement (Form P-0001) dated March 25<sup>th</sup>, 2014, and any attachments.
- C. Third, Exhibit A
- D. Fourth, Exhibit B

**II. SCOPE**

The Contractor shall perform the Work under the general direction of the City as set forth in the Contract Documents.

Unless otherwise specified herein, the Contractor shall perform all Work identified in this Agreement. The parties agree that the scope of services is a description of Contractor's obligations and responsibilities, and is deemed to include preliminary considerations and prerequisites, and all labor, materials, equipment, and tasks which are such an inseparable part of the work described that exclusion would render performance by Contractor impractical, illogical, or unconscionable.

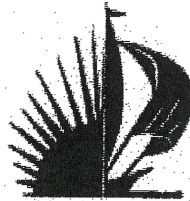
**EXHIBIT B**

***CITY OF FORT LAUDERDALE  
SPECIFICATIONS PACKAGE***

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**733-11241**

**Presort Mail & Fulfillment Services**



**CITY OF FORT LAUDERDALE**

**Richard Ewell**

**954-828-5138**

## Bid 733-11241 Presort Mail & Fulfillment Services

Bid Number **733-11241**  
Bid Title **Presort Mail & Fulfillment Services**

Bid Start Date **May 31, 2013 9:59:58 AM EDT**  
Bid End Date **Jun 19, 2013 2:00:00 PM EDT**  
Question & Answer End Date **Jun 14, 2013 5:00:00 PM EDT**

Bid Contact **Richard Ewell**  
**Procurement Specialist II**  
**Procurement Services**  
**954-828-5138**  
**rewell@fortlauderdale.gov**

Contract Duration **1 year**  
Contract Renewal **3 annual renewals**  
Prices Good for **120 days**

Bid Comments **The City of Fort Lauderdale desires to establish a contract with a qualified Contractor to provide various fulfillment and mail services on a daily and "as needed" basis. Such services must include, but are not limited to: barcoding, presorting, move update, and commingling of First Class letters and Flat mail (permit & metered mail); same day pick-up and delivery to the United States Postal Service (USPS) of daily mail, pre-barcoded post office ready mail (water bills, etc.) and special events mailings. Optional services such as metering and fulfillment services i.e. inserting, labeling folding, etc.), may be required on an "as needed" basis.**

**For a copy of the bid, go to [www.bidsync.com](http://www.bidsync.com).**

### Item Response Form

Item **733-11241--01-01 - Barcode & sort letter size mail**  
Quantity **500000 each**  
Unit Price **\$0.02**  
Delivery Location **City of Fort Lauderdale**  
**Central Services**  
**100 N. Andrews Avenue**  
**2nd Floor**  
**Fort Lauderdale FL 33301**  
**Qty 500000**

**Description**  
**Barcode & sort letter size mail**

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Item **733-11241--01-02 - Barcode & sort flat mail**  
Quantity **5000 each**  
Unit Price **\$0.02**  
Delivery Location **City of Fort Lauderdale**  
**Central Services**

2nd Floor  
Fort Lauderdale FL 33301  
**Qty 5000**

**Description**  
Barcode & sort flat mail

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Item **733-11241--01-03 - Barcode & Sort Package**  
Quantity **100 each**  
Unit Price **\$0.15**  
Delivery Location **City of Fort Lauderdale**  
Central Services  
100 N. Andrews Avenue  
2nd Floor  
Fort Lauderdale FL 33301  
**Qty 100**

**Description**  
Barcode & Sort Package

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Item **733-11241--01-04 - Move Update**  
Quantity **500000 each**  
Unit Price **\$0.004**  
Delivery Location **City of Fort Lauderdale**  
Central Services  
100 N. Andrews Avenue  
2nd Floor  
Fort Lauderdale FL 33301  
**Qty 500000**

**Description**  
Move Update

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Item **733-11241--01-05 - Daily Pick Up**  
Quantity **291 each**  
Unit Price **\$8.00**  
Delivery Location **City of Fort Lauderdale**  
Central Services  
100 N. Andrews Avenue  
2nd Floor  
Fort Lauderdale FL 33301  
**Qty 291**

**Description**  
Daily Pick Up