



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

**DATE:** September 24, 2013

**FILE:** PR-13-228

**TO:** Cathy Swanson-Rivenbark  
City Manager

**VIA:** Matthew Lalla *Matthew Lalla*  
Director, Financial Services

**FROM:** Joel Wasserman *Joel Wasserman*  
Director, Procurement Services

**SUBJECT:** Recommendation to issue the attached Blanket Purchase Order for Presort Mail & Fulfillment Services to Arrowmail Presort Co., Inc. for a ninety (90) day trial period for an estimated expenditure of \$41,100.00

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**ISSUE:**

The Office of the City Clerk, Records and Archives Division and the Department of Financial Services, Treasury Division requires an agreement to provide Presort Mail & Fulfillment Services including daily and bulk mail services for all City Mail and Utility Billing & Alarm Mail.

**EXPLANATION:**

The City's current blanket purchase order agreement for Presort Mail & Fulfillment Services will expire October 4, 2013 and there are no remaining renewal options.

The required services were competitively bid by the City of Fort Lauderdale, Florida, as lead agency for the Southeast Florida Governmental Cooperative Group, its Bid #773-11241, and approved a ninety (90) day trial period agreement to the lowest responsive, responsible bidder, Arrowmail Presort Co., Inc. of Miami, Florida.

Section 38.46 of the City of Hollywood's Purchasing Ordinance provides that the Procurement Services Director may join with other governmental entities in cooperative purchasing plans when the best interest of the City would be served thereby.

Procurement Services coordinated introductory meetings between Records & Archives Division staff, Treasury Division staff and Arrowmail Presort Co., Inc. personnel to discuss the City's presort mail & fulfillment requirements and will conduct a site visit of the City's locations to be serviced prior to the start of the daily and bulk mail service.

Page No. 2  
September 24, 2013  
File No. PR-13-228

It is the recommendation of the Director of Records and Archives, City Treasurer and the Director of Procurement Services that approval be given to issue the attached blanket purchase order for a for a ninety (90) day trial period for an estimated expenditure of \$41,100.00

Award is subject to the City receiving all insurance required and approved by the City's Risk Manager, along with signed statements of Hold Harmless and Indemnity to the City.

Funding for this agreement has been provided in the FY 2014 budget in the City Clerk's Office, Records and Archives Division's Account Number 57.1339.00053.590.004201 and the Treasury Division's Account Number.

**RECOMMENDATION:**

Authorize the issuance of the attached Blanket Purchase Order to Arrowmail Presort Co., Inc. of Miami, Florida for Presort Mail & Fulfillment Services for a ninety (90) day trial period for an estimated expenditure of \$41,100.00

Authorization:

  
Cathy Swanson-Rivenbark, City Manager

Dated Sept 30, 2013, 2013

IS/rd

Attachments: City of Ft. Lauderdale Co-op Trial Contract  
Departmental Recommendations  
Blanket Purchase Order Number B002525