

**STATEMENT OF BUDGET IMPACT**  
**(Policy Number 94-45)**  
**Budgetary Review of Proposed Resolution &**  
**Ordinances with Financial Implication.**

**Date:** April 29, 2014

**File:** BIS 14 – 140

**File:** TMP-2014-00229

**Proposed Legislation:**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO ISSUE THE ATTACHED BLANKET PURCHASE ORDER 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 \$382,607.00

**Statement of Budget Impact:**

1. ☐ No Budget Impact associated with this action;
2. ☒ Sufficient budgetary resources identified/available;
3. ☐ Budgetary resources not identified/unavailable;
4. ☐ Potential Revenue is possible with this action;
5. ☒ Will not increase the cost of Housing;
6. ☐ May increase the cost of Housing; (CDAB review required)

**Explanation:**

This Resolution seeks authorization for the appropriate City Officials to issue a blanket purchase order to Arrowmail Presort Co., Inc., "Arrowmail", from the City of Hollywood for the provisioning of presort mail and fulfillment services including daily and bulk mail services for all City mail. Previously, the City of Fort Lauderdale as the lead agency for the Southeast Florida Governmental Cooperative Purchasing Group issued bid number 733-11241 soliciting the above described services from interested, qualified service providers. Upon reviewing and evaluating the bid responses, Arrowmail was determined to be the lowest, responsive and responsible bidder. A ninety day trial period was scheduled with Arrowmail to test the quality of services provided by Arrowmail. Subsequently, the City, upon the authorization of the City Manager and pursuant to memorandum PR-13-228 dated September 30, 2013, entered into a ninety day trial period with Arrowmail with satisfactory results.

On March 25, 2014, the City of Fort Lauderdale, as the lead agency, formally approved the award of bid number 733-11241 to Arrowmail for a period of one (1) year with an option to renew the agreement for three (3) additional one (1) year periods effective January 20, 2014.

The City's Purchasing Ordinance in §38.46 provides that the Procurement Services Director may join with other governmental entities in cooperative purchasing plans when the best interests of the City would be served. In this instance, Arrowmail has agreed to provide the same terms, conditions, and pricing to the City that are contained in the Ft. Lauderdale bid award. The initial term of the agreement shall run from May 7, 2014 through May 6, 2015. Funding for the cost of services to be provided by Arrowmail in the amount of \$382,607.00 is available in various line item accounts in the departments and offices that will be using the services provided by Arrowmail including the following line items: #57.1339.00053.590.004201, #01.1224.00000.513.004201, and #42.4003.00000.536.004201 and the costs incurred in FY 2015 will be requested as part of the proposed FY 2015 operating budget subject to the adoption and approval of the City Commission of said the proposed operating budget.

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