



# City of Hollywood, Florida

2600 HOLLYWOOD BLVD. • P.O. Box 229045 • ZIP 33022-9045

DATE: **November 14, 2016**

RE: **BLANKET ORDER # B002777 (revised)**

PRODUCT/SERVICE: **Flexible Spending**

**Account Administration – City Employees**

**Total Administrative Services Corp. (TASC)**

**800-422-4661**

**Attn: Derek Rasmussen (V#34041)**

**678-779-3383**

**2302 International Lane**

**Email: Derek.rasmussen@tasconline.com**

**Madison, WI 53704-3140**

Dear Vendor:

This is to inform you that the City of Hollywood, Florida is entering into a Blanket Order with your Company based on one of the following:

- |                                     |  |        |
|-------------------------------------|--|--------|
| <input type="checkbox"/>            | FORMAL BID:                                    |        |
| <input type="checkbox"/>            | INFORMAL BID #                                 | DATED: |
| <input checked="" type="checkbox"/> | RENEWAL OF <b>RFP-4345-12-IS AND AGREEMENT</b> | DATED: |
| <input type="checkbox"/>            | EXTENSION OF FORMAL BID/RFP#                   | DATED: |
| <input type="checkbox"/>            | WRITTEN QUOTATION #                            | DATED: |
| <input type="checkbox"/>            | VERBAL QUOTATION PER                           | DATED: |
| <input type="checkbox"/>            | STATE OF FLORIDA CONTRACT #                    | DATED: |
| <input type="checkbox"/>            | BROWARD COUNTY BID #                           |        |
| <input type="checkbox"/>            | OTHER: #                                       |        |

The term of this order is **1/01/16 through 12/31/16. (1<sup>st</sup> one (1) year renewal term approved by City Manager via recommendation memo #PR-16-001 on 10/15/15).**

The estimated dollar value is **\$62,000.00 annually. (Expenditure increase approved via Resolution R-2016-XXX on December 14, 2016.)**

The obligations of the City of Hollywood under this order are subject to the availability of funds lawfully appropriated for its purpose by the City Commission and are subject to the terms and conditions contained on the Purchase Order form.

**\*Prior to commencement of any work, vendor must provide certificates of insurance meeting the requirements of the Risk Manager and naming the City of Hollywood as additional insured.**

The City of Hollywood Departments will issue hard copy orders against this Blanket Order as your authorization to deliver. All invoices must reference each unique document number.


If you have any questions, please contact **Linda Silvey** at (954) 921-3200.


c: Human Resources  
Finance

**CITY OF HOLLYWOOD, FLORIDA**  
**INTEROFFICE MEMORANDUM**  
**Office of Human Resources**

**DATE:** November 16, 2016 **FILE:** HR-17-052

**TO:** Paul Bassar  
Director, Procurement Services and Contract Compliance

**VIA:** Tammie Hechler   
Director, Human Resources

**FROM:** Tami Thornton   
Human Resources Administrator

**SUBJECT:** Total Administrative Services Corp. (TASC) increase of estimated dollar value

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**ISSUE:**

The Office of Human Resources seeks authorization to increase the estimated dollar award to Total Administrative Services Corp, (TASC), Blanket Purchase Order B002777.

**EXPLANATION:**

The original Request for Proposal (RFP) was issued on November 16, 2012 for a three year period with the option to renew for two additional one year periods. In 2012, the City did not provide flexible spending accounts to part-time employees, therefore the employee count and estimate was based only on full-time employees, which was approximately 1200. In May of 2014, part-time employees were offered flexible spending accounts. This increased the employee count to approximately 1600. Due to the increase in the number of employees that have a flexible spending account, the administrative cost to TASC increased.

**RECOMMENDATION:**

The Office of Human Resources requests Procurement Services increase the Blanket Purchase Order, B002777, with Total Administrative Services Corp. from an estimated \$45,000 annually to an estimated \$62,000 annually for the current contract term. This contract term ends on December 31, 2016. The City will be utilizing another provider for this service effective January 1, 2017.