

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

**Date:** April 22, 2015

**File:** BIS 15-149

**File:** TMP-2015-00155

**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 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.

**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:**

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.

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.

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.

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.

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.

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

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.

The Records and Archives Division internally charges the Postage Budget Accounts of City Departments utilizing the bulk mail services provided.

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, and the Department of Financial Services - Treasury Division Budget Account Number 01.1224.00000.513.004201 and will be budgeted in subsequent fiscal years.

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