

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE A BLANKET PURCHASE AGREEMENT WITH ORIGINAL IMPRESSIONS TO PROVIDE PRESORT MAIL & FULFILLMENT SERVICES, INCLUDING DAILY AND BULK MAIL SERVICES, IN AN ESTIMATED ANNUAL AMOUNT OF \$131,759.00.

WHEREAS, 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 and fulfillment services, including daily and bulk mail services for all City mail; and

WHEREAS, on November 17, 2020, Bid Number F-4660-21-PB for Mailing Services was electronically advertised on BidSync in accordance with Section 38.42(A) of the City's Code of Ordinances; and

WHEREAS, Bid Number F-4660-21-PB contained 37 line items for respondents to price in their bid response, including items with variable pricing based on quantity, frequency, destination, size, weight and other factors associated with mailing services and mail carriers; and

WHEREAS, on December 17, 2020, responses to Bid Number F-4660-21-PB were opened from Arrowmail Presort Co., Inc., Original Impressions, and Get This, LLC; and

WHEREAS, Original Impressions provided the lowest proposed price for 32 of the 37 line items; and

WHEREAS, references provided by Original Impressions confirmed their services to be satisfactory; and

WHEREAS, it is the recommendation of the City Clerk, Treasury, and Procurement Services that Original Impressions be awarded a blanket purchase agreement for various mailing services in an estimated annual expense of \$131,759.00; and

WHEREAS, the term of this blanket purchase agreement shall be for an initial three-year period, and may be renewed for two additional two-year renewal periods; and

WHEREAS, this award is subject to the City's receipt and approval of all insurance certificates and endorsements required by the City's Risk Manager, and indemnity to the City; and

WHEREAS, the Records and Archives Division internally charges the Postage Budget Accounts of City Departments utilizing the bulk mail services provided; and

WHEREAS, a portion of the funding for this service is available in the FY 2021 budget in City Clerk's Office, Records and Archives Division's budget account number 557.111002.51900.542010.000000.000.000 in the amount of \$92,000.00, and the Department of Financial Services, Treasury Division's budget account number 001.120301.51300.542010.000000.000.000 in the amount of \$39,759.00, and will be budgeted in subsequent fiscal years' operating budget subject to approval and adoption by the City Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA:

Section 1: That the foregoing "WHEREAS" clauses are ratified and confirmed as being true and correct and are incorporated in this Resolution.

Section 2: That it approves and authorizes the execution, by the appropriate City officials, of a blanket purchase agreement with Original Impressions, in a form acceptable to the City Manager and approved as to form and legal sufficiency by the City Attorney.

Section 3: That this resolution shall be in full force and effect immediately upon its passage and adoption.

PASSED AND ADOPTED this _____ day of _____, 2021.

JOSH LEVY, MAYOR

ATTEST:

PATRICIA A. CERNY, MMC
CITY CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY for the use and reliance of the City of Hollywood, Florida, only.

DOUGLAS R. GONZALES
CITY ATTORNEY