

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

Date: April 22, 2016

BIS 16-167

File: TMP-2016-170

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 EXTENDING THE AGREEMENT BETWEEN MAC PAPERS, INC. AND THE CITY OF HOLLYWOOD FOR THE SUPPLY AND DESKTOP DELIVERY OF OFFICE COPY PAPER, VIRGIN AND RECYCLED, FOR A SIX (6) MONTH PERIOD, FOR AN ESTIMATED EXPENDITURE OF \$35,000.00.

Statement of Budget Impact:

1. No Budget Impact associated with this action;
2. Sufficient resources are 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 issuance of a Blanket Purchase Order (BPO) extending the existing agreement between Mac Papers, Inc. and the City of Hollywood for the Desktop Delivery of Virgin and Recycled Copy Paper, for a six (6) month term commencing on March 25, 2016 and terminating on September 25, 2016 with an estimated expenditure of \$35,000.00.

On October 15, 2014, via Resolution R-2014-297, the City of Hollywood City Commission authorized the issuance of a BPO for the supply and desktop delivery of office copy paper, virgin and recycled for an estimated expenditure of \$55,000.00.

On September 1, 2015 the City of Hollywood issued Blanket Purchase Order B002524 for a contract extension from October 18, 2015 through March 25, 2016 for an estimated

dollar value of \$14,000.00, which extended the expiration date to coincide with the March 25, 2016 State of Florida's Bid Number 645-120-10-1 contract expiration date.

The State of Florida is in the process of issuing a new bid solicitation as the contract, Bid Number 645-120-10-1, expired on March 25, 2016, and the State and Mac Papers, Inc. have agreed to extend the existing contract for a period of six (6) months, effective March 25, 2016, terminating on September 25, 2016, or upon the execution of a new contract for copier paper, whichever occurs first. The State of Florida Contract pricing reflects the governmental price incentives making the contractual price more advantageous to the City than if the City were to pursue pricing in the current marketplace.

Section 38.40 (C)(5) of the City of Hollywood Purchasing Ordinance states that when it is in the best interest of the city, the Director may procure, without following formal contract procedure, all supplies, materials, equipment and contractual services which are the subject of contracts with the state, its political subdivisions, the United States government, other governmental entities, or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof; provided, however, that this subsection shall apply only if (i) the supplies, materials, equipment or contractual services are the subject of a price schedule negotiated by the state or the United States government, or (ii) the supplies, materials, equipment or contractual services are the subject of a contract with another governmental entity or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof, which contract is based strictly on competitive bids or competitive proposals and not on any preference.

The City's FY16 blanket purchase order contract expenditure from October 1, 2015 through March 25, 2016 with Mac Papers, Inc. has been approximately \$35,000.00, and the requested six (6) month extension's estimated expenditure of \$35,000.00 has increased the estimated annual dollar amount to an amount in excess of \$50,000.00, requiring City Commission approval.

This 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 2016 budget in individual departmental 5101 Office Supplies Accounts and/or individual departmental 4712 Printing and Binding Accounts.

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