

RESOLUTION NO. _____

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.

WHEREAS, the Office of the City Clerk, Records and Archives Division, Department of Financial Services, Treasury Division and the Department of Public Utilities, Customer Services Division require an agreement to provide presort mail & fulfillment services including daily and bulk mail services for all City mail; and

WHEREAS, the required services were competitively bid by the City of Fort Lauderdale, Florida, as lead agency for the Southeast Florida Governmental Cooperative Purchasing Group, its Bid Number 733-11241, and an initial ninety (90) day trial period agreement was awarded to the lowest responsive, responsible bidder, Arrowmail Presort Co., Inc. of Miami, Florida on October 5, 2013; and

WHEREAS, the City of Hollywood is a member of the Southeast Florida Governmental Cooperative Purchasing Group and was a participant of its Bid Number 733-11241; and

WHEREAS, on September 30, 2013, the City Manager, via memo File No. PR-13-228, authorized the issuance of Blanket Purchase Order Number B002525 to Arrowmail Presort Co., Inc. for Presort Mail & Fulfillment Services for a ninety (90) day trial period; and

WHEREAS, the City of Hollywood has utilized the presort mail & fulfillment services including daily and bulk mail services for all City mail provided by Arrowmail Presort Co., Inc. for the initial ninety (90) day trial period and the service has been satisfactory and also has provided a cost savings to the City; and

WHEREAS, 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 option to renew for three (3) additional one (1) year periods effective January 20, 2014; and

WHEREAS, Section 38.46 of the City of Hollywood's Purchasing Ordinance provides that, the Procurement Services Director may join with other governmental entities in cooperative purchasing plans when the best interest of the City would be served thereby; and

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

WHEREAS, the Director of Financial Services, the City Clerk, the Public Utilities Director, and the Director of Procurement Services recommend that the City Commission approve award of the attached Blanket Purchase Order to the lowest responsive, responsible bidder, Arrowmail Presort Co., Inc. of Miami, Florida for a one (1) year period with option to renew for three (3) additional one (1) year periods in an estimated annual amount of \$382,607.00 based upon firm unit pricing; and

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

WHEREAS, the City may terminate the agreement should the Contractor fail to reasonably perform the services as specified, upon thirty (30) days written notification; and

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

WHEREAS, funding for the attached Blanket Purchase Order has been provided for in the fiscal year 2014 budget in City Clerk's Office, Records and Archives Division's Budget Account Number 57.1339.00053.590.004201 (\$144,000.00), Department of Financial Services - Treasury Division Budget Account Number 01.1224.00000.513.004201 (\$30,000.00) and the Department of Public Utilities Budget Account Number 42.4003.00000.536.004201 (\$208,607.00) and will be budgeted in subsequent fiscal years;

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

Section 1: That it hereby approves and authorizes the issuance, by the appropriate City Officials, of the attached Blanket Purchase Order between Arrowmail Presort Co., Inc. and the City of Hollywood, together with such non-material changes as may be subsequently agreed to by the City Manager and approved as to form and legality by the City Attorney.

RESOLUTION 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

Section 2: That this resolution shall be in full force and effect immediately upon its passage and adoption.

PASSED AND ADOPTED this _____ day of _____, 2014.

PETER BOBER, MAYOR

ATTEST:

PATRICIA A. CERNY, MMC, CITY CLERK

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

JEFFREY P. SHEFFEL, CITY ATTORNEY