

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

**Date:** December 5, 2018

BIS 19 – 055

**FILE:** TMP-2018-745

**Proposed Legislation:**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO ISSUE A BLANKET PURCHASE AGREEMENT TO ARROWMAIL PRESORT CO., INC. TO PROVIDE PRESORT MAIL & FULFILLMENT SERVICES INCLUDING DAILY AND BULK MAIL SERVICES IN AN ESTIMATED ANNUAL AMOUNT OF \$146,210.00.

**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:**

This Resolution seeks authorization for the appropriate City Officials to issue a Blanket Purchase Agreement with Arrowmail Presort Co., Inc. in the estimated annual amount of \$146,210.00.

The Office of the City Clerk, Records and Archives Division, and Treasury Division require an agreement for presort mail services to include daily and bulk mail services for all City mail. The current contract with Arrowmail Presort Co, Inc. ends on January 19, 2019. The City of Fort Lauderdale awarded Bid # 1712-018 for Presort Mail Services to Arrowmail Presort Co, Inc. which continues through March 5, 2021. This will be a piggyback agreement per Section 38.40(C)(5) authorizes the City to procure, without following formal contract procedure, all supplies, materials, equipment and contractual services which are the subject of contracts with other governmental entities; provided, however,

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

Funding for this purchase is available in the Fiscal Year 2019 Adopted Operating Budget in the City Clerk's Office, Records and Archives Division's Account Number 557.111002.51900.542010.000000.000.000 - Postage, and in the Department of Financial Services - Treasury Division Account Number 001.120301.51300.542010.000000.000.000 - Postage and funding will be budgeted in subsequent fiscal years subject to the passage and adoption of each subsequent fiscal year's Operating Budget by the City Commission.

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