

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

Date: September 20, 2016

BIS 16-276

File: TMP-2016-451

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 AGREEMENT BETWEEN MAC PAPERS, INC. AND THE CITY OF HOLLYWOOD FOR THE SUPPLY AND DESKTOP DELIVERY OF OFFICE COPY PAPER, VIRGIN AND RECYCLED, FOR AN ESTIMATED ANNUAL EXPENDITURE OF \$60,000.00.

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) between Mac Papers, Inc. and the City of Hollywood for the supply and desktop delivery of virgin and recycled copy paper, for an initial term commencing on October 5, 2016 and terminating on July, 18, 2021 with one renewal option not to exceed the initial five (5) year contract term, for an estimated annual expenditure of \$60,000.00.

The State of Florida Department of Management Services evaluated bids submitted in response to their solicitation number ITB 18-14111500-P for the purchase and supply of virgin and recycled office copy paper. On July 19, 2016, the Department of Management Services determined that the bid submitted by Mac Papers, Inc. provided a best value to the State of Florida, and awarded State Term Contract Number 14111500-15-1 to Mac Papers, Inc. for an initial five (5) year contract term, commencing on July 19, 2016, and

ending on July 18, 2021, with one (1) renewal option for a term not to exceed the initial contract term of five (5) years.

The State of Florida Contract pricing reflects the governmental price incentives that make 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.

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 City of Hollywood FY 2017 Operating Budget in individual departmental 5101 Office Supplies Accounts and/or individual departmental 4712 Printing and Binding Accounts, subject to the FY17 Operating Budget having been approved by the City Commission on September 28, 2016, and such funding will continue to be requested and available in subsequent years, subject to the approval and passage of those respective Fiscal Year Operating Budgets.

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