

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

Date: February 22, 2017

BIS 17 – 113

FILE: TMP-2017-098

Proposed Legislation:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO RENEW THE ATTACHED BLANKET PURCHASE ORDER BETWEEN CATHEDRAL CORPORATION AND THE CITY OF HOLLYWOOD FOR UTILITY BILL PRINTING AND MAILING SERVICES FOR AN ESTIMATED ANNUAL EXPENDITURE OF \$265,000.00.

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 approve and authorize the issuance of the attached Blanket Purchase Order (BPO) to Cathedral Corporation in an estimated annual expenditure of \$265,000.00.

The Department of Public Utilities requires a qualified firm to provide billing services such as the monthly printing of approximately 40,000 utility bills, folding, envelope stuffing and mailing of customer statements along with other desired inserts. Hernando County approved the award of Bid Number 13-T060/TKB for billing services to the lowest responsive, responsible vendor, Advanced Xerographics Imaging Systems, Inc., d/b/a Axis Inc. for a two (2) year period with renewal options for three (3) additional one (1) year periods. Cathedral Corporation acquired Advanced Xerographics Imaging Systems, Inc.,

d/b/a Axis, Inc. in July of 2015 and assumed all rights, title and interest in contracts and agreements. Hernando County approved the first one (1) year renewal option in January of 2015, the second one (1) year renewal option in December of 2015, and the third and final one (1) year renewal option on February 8, 2017. On October 1, 2014, the City Commission of Hollywood passed and adopted Resolution Number R-2014-287 which authorized the issuance of blanket purchase order number B002642, in accordance with Hernando County Bid Number 13-T060/TKB and in accordance with the City of Hollywood's Purchasing Ordinance, Section 38.40 (C)(5) allows the Director to procure, without following formal procedures, all goods and services which are 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, the goods and services are: (i) the subject of a price schedule negotiated by the state or the United States government, or (ii) 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 of Hollywood, exercised the first renewal period on August 8, 2016 via City Manager Memo Number PR-16-275 which provided an expiration date of March 31, 2017 and per Section 38.48 (C) (1) of the Purchasing Ordinance provides that, when a contract entered into by the city pursuant to City Commission approval provides for one or more renewals by affirmative action of the city and the estimated annual cost of a renewal exceeds \$250,000, only the City Commission is authorized to approve such renewals. The term of this order is from April 1, 2017 through March 31, 2018.

Funding for the attached blanket purchase order is included in the fiscal year 2017 budget in the Department of Public Utilities Account Number: 42.4003.00000.536.004201 – 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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