

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF HOLLYWOOD, FLORIDA, AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO ISSUE THE ATTACHED BLANKET PURCHASE ORDER EXTENDING THE AGREEMENT FOR AN ADDITIONAL ONE YEAR PERIOD BETWEEN ARROWMAIL PRESORT COMPANY, INC. AND THE CITY OF HOLLYWOOD FOR PRESORT MAIL & FULFILLMENT SERVICES, INCLUDING DAILY AND BULK MAIL SERVICES FOR ALL CITY MAIL, FOR AN ESTIMATED ANNUAL EXPENDITURE OF \$146,210.00.

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

WHEREAS, the required presort mail & fulfillment services, including daily and bulk mail services, were competitively bid by the City of Fort Lauderdale, Florida, through Bid Number 733-11241, acting as lead agency for the Southeast Florida Governmental Cooperative, and

WHEREAS, on March 25, 2014, the City of Fort Lauderdale approved the award of Bid Number 733-11241 to Arrowmail Presort Co., Inc. of Miami, Florida, for a one year period with the option to renew for three additional one year periods, effective January 20, 2014; and

WHEREAS, Section 38.46, City Code, allows the Procurement Director to join with other governmental entities in cooperative purchasing plans when the best interest of the City are served thereby; and

WHEREAS, on May 7, 2014, the City Commission passed and adopted Resolution Number R-2014-108, authorizing the issuance of Blanket Purchase Order Number B002525 to Arrowmail Presort Co., Inc., in accordance with the Cooperative Purchasing Bid Number 733-11241 for a one year term in the amount \$422,607.00, with the option to renew for three additional one year periods; and

WHEREAS, on May 6, 2015, the City Commission passed and adopted Resolution Number R-2015-103, authorizing the renewal of the current blanket purchase order with Arrowmail Presort Co., Inc. for Presort Mail and Fulfillment Services for the first one year renewal period; and

WHEREAS, Section 38.48(C), City Code, 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 of the contract does not exceed \$250,000.00, the Procurement Director shall have the authority to recommend to the City Manager approval or rejection of the renewal if it is the first, second, or third renewal of the contract, but only the City Commission is authorized to approve any subsequent renewal; and

WHEREAS, on February 16, 2016, via recommendation memo PR-16-092, the City Manager approved the second one year renewal of blanket purchase order B002525 for an estimated annual expenditure of \$110,000.00; and

WHEREAS, on January 12, 2017, via recommendation memo PR-17-047, the City Manager approved the third and final one year renewal of blanket purchase order B002525 for an estimated annual expenditure of \$125,000.00; and

WHEREAS, for operational purposes, the Office of the City Clerk, Records and Archives Division, and the Department of Financial Services, Treasury Division, require these services to continue without interruption; and

WHEREAS, the year long extension will allow the continuity of services while the appropriate City stakeholders conduct market research and determine the best method of acquisition for a new contract; and

WHEREAS, Section 38.40(C)(8), City Code, provides that purchases of, and contracts for, supplies or contractual services, when the City Commission declares by a 5/7 vote that competitive bidding and competitive proposals are not in the best interest of the City, are exempt from the competitive bidding and competitive proposal requirements of the Purchasing Ordinance; and

WHEREAS, Arrowmail Presort Company, Inc., is currently providing presort mail & fulfillment services, including daily and bulk mail services, for all City mail to the City of Hollywood in a satisfactory manner and has agreed to extend this contract for a one year term under the terms and conditions of Blanket Purchase Order B002525; and

WHEREAS, the participating Departments and the Director of Procurement Services & Contract Compliance recommend that the City Commission approve the issuance of the attached Blanket Purchase Order extending the agreement with Arrowmail Presort Company, Inc. for a one year term beginning on January 20, 2018, for an estimated annual expenditure of \$146,210.00; and

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

WHEREAS, funding for the attached Blanket Purchase Order has been provided for in the fiscal year 2018 budget in the Office of the City Clerk, Records and

Archives Division budget account number 57.1339.00053.590.004201 (\$120,310.00) and in the Department of Financial Services, Treasury Division account number 01.1224.00000.513.004201 (\$25,900.00).

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

Section 1: That the foregoing "WHEREAS" clauses are ratified and confirmed as being true and correct and are incorporated in this Resolution.

Section 2: That it approves and authorizes issuance, by appropriate City officials, of the attached blanket purchase order between Arrowmail Presort, Co. 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 legal sufficiency by the City Attorney.

Section 3: That this Resolution shall be in full force and effect immediately upon its passage and adoption.

PASSED AND ADOPTED this _____ day of _____, 2018.

JOSH LEVY, MAYOR

ATTEST:

PATRICIA A. CERNY, MMC, CITY CLERK

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

DOUGLAS R. GONZALES, CITY ATTORNEY