



**CITY OF HOLLYWOOD, FLORIDA**  
**PROCUREMENT SERVICES DIVISION**

**DATE:** December 28, 2017 **FILE:** PR-18-079

**TO:** Shawn Burgess, Division Director, Treasury

**FROM:** Paul A. Bassar, Director, Procurement Services & Contract Compliance

**SUBJECT:** Blanket Contract Renewal for Presort Mail Services and Fulfillment Services Daily & Bulk Mail Pick-up Services – B002525 – Arrowmail Presort Co., Inc.

**ISSUE:**

The BPO with Arrowmail Presort Co., Inc. for Presort Mail Services and Fulfillment Services Daily & Bulk Mail Pick-up Services, is due to expire on January 19, 2018 with no renewal options.

The current contract with the City of Fort Lauderdale Bid# 733-11241 has no renewal options left. They are currently working on a new Bid that will be submitted for approval (tentatively) during their January Commission Meeting. If you do wish to participate in the New Bid, please return this Memo form as soon as possible.

If you do not want a new contract to be created for said services, please explain the reason(s) in a separate memo. Also note that this contract will expire on the date mentioned above.

**EXPLANATION:**

If you do not want to renew this contract, please explain the reason(s) in a separate memo. Also note that this contract will expire on the date mentioned above and if a new contract is to be established, you must submit bid specifications.

**RECOMMENDATION:**

Please reply as soon as possible by returning this memo appropriately filled out, signed and dated, along with a completed copy of the contract renewal evaluation form, which is also available electronically on the intranet in the Procurement Forms.

Date: 12/28/17 To: Paul A. Bassar, Procurement Services

The ACM / City Clerk recommend the following:

☒ Establish a new contract. See the attached completed Procurement Services Form. (If applicable) The Budget Account Number to be charged is 01.1224.00000.513.004201.

☐ DO NOT prepare a replacement contract (items/services no longer needed).

☒ Estimated annual usage/expenditure is 25,900

By: Shawn Burgess

Title: Division Director, Treasury



## CITY OF HOLLYWOOD, FLORIDA

### PROCUREMENT SERVICES DIVISION

#### Department/Office Contract Renewal Evaluation

Date: 12/28/17	
Department/Office: Financial Svcs	Division/Area: Treasury
Contact Person: Shawn Burgess	Title: Division Director, Treasury
Contact phone number: 954 921 3232	Contact Email: SBurgess@hollywoodfl.org
Purchase Order/Blanket Purchase Order #: 8002525	
Contract Expiration Date: 1/19/18	
Vendor: Arrowmail Presort Co.	Contact Person: Patrick Riboul
Contact phone number: 305-591-0024	Contact Email: Patrick.R@arrowmailservice.com
Good/Service: Presort Mail Svcs	Solicitation #:

1. How would you rate the quality of goods/services?

☐ Excellent ☒ Good ☐ Satisfactory ☐ Poor

2. How would you rate the courteousness vendor's personnel?

☒ Excellent ☐ Good ☐ Satisfactory ☐ Poor

3. With regards to the goods or services provided, how satisfied are you with the following items?  
(Please check one per category)

	Excellent	Good	Satisfactory	Poor
Overall Quality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Value	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequency of Contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsiveness to request	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Are all goods/services on the contract being performed at the agreed upon time and manner?

☒ Yes ☐ No

If no, please explain?

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5. If you contacted the vendor, were all your questions or any issues resolved to your complete satisfaction?

☒ Yes ☐ No ☐ Did not need to contact

If no, please explain?

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**PROCUREMENT SERVICES DIVISION**

**Department/Office**  
**Contract Renewal Evaluation**

6. Has the invoicing been timely, accurate and in accordance with the contract?

☒ Yes ☐ No

If no, please explain?

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7. Does the Department/Office recommend renewing a contract based upon the available renewal options when the current agreement expires?

☒ Yes ☐ No

If no, please explain?

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8. Please state any additional comments about your experience with this vendor and the goods/services provided:

Excellent communication and customer service

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Department/Office Director's Name:

Shawn Burgess

Department/Office Director's Signature:

[Signature]