

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

Date: March 8, 2018

BIS 18 – 125

FILE: TMP-2018-108

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 EXTENDING THE AGREEMENT FOR AN ADDITIONAL SIX MONTH PERIOD WITH CATHEDRAL CORPORATION FOR UTILITY BILL PRINTING AND MAILING SERVICES FOR AN ESTIMATED AMOUNT OF \$132,500.00.

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 the attached Blanket Purchase Order (BPO) to Cathedral Corporation extending the current agreement for six months in the estimated amount of \$132,500.00.

The Department of Public Utilities requires a qualified firm to provide billing services such as the monthly printing of utility bills, folding, envelope stuffing and mailing of customer statements along with other desired inserts. The City Commission adopted Resolution R-2014-287 on October 1, 2014 authorizing the issuance of blanket purchase order number B002642 to Axis Inc. for utility bill printing and mailing services, in accordance with Hernando County Bid Number 13-T060/TKB. Since the issuance of the Blanket Purchase Order Cathedral Corporation has acquired Advanced Xerographics Imaging Systems,

Inc., d/b/a Axis Inc. and assumed all rights, title and interest in the contracts and agreements. Hernando County extended the contract with Cathedral Corporation on January 29, 2018 for a period of six months. Cathedral Corporation has agreed to extend their contract with the City of Hollywood on a month-to-month basis for up to six months, or until the City establishes a new agreement order for these services.

Section 38.48 (B) of the Purchasing Ordinance states the City Manager or his/her designee is hereby authorized to extend, for operational purposes only and for a maximum of 90 days, any contract entered into by the City pursuant to City Commission approval and any further extensions of such contract require the approval of the City Commission. The Director of the Department of Public Utilities and the Director of Procurement & Contract Compliance recommend that the City Commission approve the issuance of the attached Blanket Purchase Order extending the agreement for a six month period.

Funding for the attached Blanket Purchase Order has been provided for in the Fiscal Year 2018 budget in the Department of Public Utilities Account Number 42.4003.00000.536.004201 – Postage.

PREPARED BY: Mac Champion
Management/Budget Analyst

APPROVED BY: Kee Juen Eng
Assistant Director, Budget and Financial Services