



Legislation Details (With Text)

File #: R-2021-304 **Version:** 2 **Name:** Mail fees increasing
Type: Resolution **Status:** Passed
File created: 11/16/2021 **In control:** Office of the City Clerk
On agenda: 12/1/2021 **Final action:** 12/1/2021
Title: A Resolution Of The City Commission Of The City Of Hollywood, Florida, Amending Resolution No. R-2021-104 To Authorize An Increase Of The Amount For Blanket Purchase Agreement With Original Impressions/Postal Center International; Amending the Fiscal Year 2022 Operating Budget As Adopted And Approved By Resolution R-2021-244.

Sponsors:

Indexes:

Code sections:

Attachments: 1. 2021 Reso Revising R-2021-104.pdf, 2. Exhibit 1.pdf, 3. Copy of Mail Projection- Bldg. Estimate Cost.pdf, 4. R-2021-104 Arrowmail contract.pdf

Date	Ver.	Action By	Action	Result
12/1/2021	2	Regular City Commission Meeting	adopt	Pass

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Amending Resolution No. R-2021-104 To Authorize An Increase Of The Amount For Blanket Purchase Agreement With Original Impressions/Postal Center International; Amending the Fiscal Year 2022 Operating Budget As Adopted And Approved By Resolution R-2021-244.

Financial Management & Administration

Staff Recommends: Approval of the attached Resolution.

Explanation:

On May 19, 2021, the City Commission passed R-2021-104 awarding Original Impressions/Postal Center International (PCI) a blanket purchase agreement for various mailing services including daily and bulk mail services for the City in an estimated annual expense of \$131,759.00.

Due to the emergency mailing notifications from our Building Division stemming from the Surfside condominium collapse, the Building Safety Inspection Notification letters to all the City buildings under the Agreement requires additional funding to complete the project.

It is the recommendation of the City Clerk, Procurement Services and the Building Department that the estimated annual expense be increased from \$131,759.00 to

\$336,759.00, as the additional funding will cover the excess bulk mailing costs of the “Building Safety Inspection notification letters” (40-year and 50-year re-certification program) and future mail-out of “non-compliance notice of violation letters”.

Office of the City Clerk, Records and Archives Division require an increase of the Agreement for PCI to provide extra bulk mailing services to our Building Department, as the term of the increase is \$205,000.00 the first year, and \$105,000.00 the next two years.

Fiscal Impact:

A portion of the funding for this Agreement is available in the FY 2022 budget in the City Clerk’s Office Records and Archives Division budget account number 557.111002.51900.542010.00000.000.000 in the amount of \$92,000.00, the Department of Financial Services, Treasury Division’s budget account number 001.120301.51300.542010.000000.000.000 in the amount of \$39,759.00, and funding in the amount of \$205,000.00 will be available in the Building Department account number 114.140301.52400.542010.000000.000.000 after funding is allocated as detailed in Exhibit 1. The remainder of funding for this agreement will be budgeted in subsequent fiscal years’ operating budgets subject to approval and adoption by the City Commission.

Recommended for inclusion on the agenda by:

Patricia A. Cerny, MMC, City Clerk

Adam Reichbach, Assistant City Manager for Finance & Administration