



# City of Hollywood

Hollywood City Hall  
2600 Hollywood Blvd  
Hollywood, FL 33020  
<http://www.hollywoodfl.org>

## Legislation Text

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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 One (1) 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.

Staff Recommends: The Approval of the Attached Resolution.

### Explanation:

The Offices 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.

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

On March 25, 2014 the City of Fort Lauderdale, Florida approved the award of its Bid Number 733-11241 to Arrowmail Presort Co., Inc. of Miami, Florida for a one (1) year period with the option to renew for three (3) additional one (1) year periods effective January 20, 2014.

Section 38.46 of the City's Purchasing Code of Ordinance allows The Director to join with other governmental entities in cooperative purchasing plans when the best interests of the city would be served thereby.

On May 7, 2014, the City Commission passed and adopted Resolution Number R-2014-108, which authorized 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 (1) year term in the amount \$422,607.00 with the option to renew for three (3) additional one (1) year periods.

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 (1) year renewal period.

Section 38.48(C) of the City's Purchasing Code of 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 of the contract does not exceed \$250,000.00, the 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.

On February 16, 2016, via recommendation memo PR-16-092, the City Manager approved the second one (1) year renewal of blanket purchase order B002525 for an estimated annual expenditure of \$110,000.00.

On January 12, 2017, via recommendation memo PR-17-047 the City Manager approved the third and final one (1) year renewal of blanket purchase order B002525 for an estimated annual expenditure of \$125,000.00.

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.

The yearlong extension will allow the continuity of services while the appropriate City stakeholders conduct market research and determine the best method of acquisition for the follow-on contract.

Section 38.40(C)(8) of the City's Purchasing Code of Ordinance provides that purchases of, and contracts for, supplies or contractual services, when the 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.

Arrowmail, 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 (1) year term under the terms and conditions Blanket Purchase Order B002525.

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 (1) year term beginning on January 20, 2018 for an estimated annual expenditure of \$146,210.00.

The extension is subject to the City's receipt and approval of all insurance certificates required by the City's Risk Manager.

Funding for the attached Blanket Purchase Order has been provided for in the fiscal year 2018 in the Office of the City Clerk, Records and Archives Division budget account number 57.1339.00053.590.004201 (\$120,310.00) and the Department of Financial Services, Treasury Division account number 01.1224.00000.513.004201 (\$25,900.00).

Recommended for inclusion on the agenda by:

Dr. Wazir A. Ishmael, City Manager  
George R. Keller Jr, ACM, Finance & Administration  
Cintya Ramos, Director, Financial Services  
Patricia Cerny, City Clerk, Office of the City Clerk  
Paul A. Bassar, Director, Procurement and Contract Compliance