



Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

400 South Federal Hwy
Hallandale Beach, FL 33009

City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	September 17, 2018		Item Type: <small>(Enter X in box)</small>	Resolution X	Ordinance	Other
Fiscal Impact: <small>(Enter X in box)</small>	Yes	No	Ordinance Reading: <small>(Enter X in box)</small>	1st Reading		2nd Reading
	X		Public Hearing: <small>(Enter X in box)</small>	Yes	No X	Yes
Funding Source:	3340W- 534010/3340W- 542000		Advertising Requirement: <small>(Enter X in box)</small>	Yes		No X
Account Balance:	\$73,000.00		Quasi-Judicial: <small>(Enter X in box)</small>	Yes		No X
Project Number :	N/A		RFP/RFQ/Bid Number:	City of Ormond Beach RFP #2014-24		
Contract/P.O. Required: <small>(Enter X in box)</small>	Yes	No	Strategic Plan Priority Area: <small>(Enter X in box)</small>			
	X		Safety <input type="checkbox"/> Quality <input checked="" type="checkbox"/> Vibrant Appeal <input type="checkbox"/>			
Sponsor Name:	Nydia Rafols-Sallaberry Interim City Manager		Department: Finance	Emil Lopez Finance Director		

Short Title:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING THE CITY MANAGER TO UTILIZE THE CITY OF ORMOND BEACH, FLORIDA CONTRACT #2014-2 WITH MUNICIPAL CODE CORPORATION FOR UTILITY BILLING PRINT/MAIL SERVICES IN AN AMOUNT NOT TO EXCEED SEVENTY THREE THOUSAND (\$73,000) DOLLARS; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS TO EFFECTUATE THE PURCHASE AS PROVIDED FOR IN THE FISCAL YEAR 2018-2019 BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE.

Staff Summary:

Background:

Before implementation of the Tyler Munis billing system in December 2015, the City was using Cathedral Corp. to print and mail all utility bills, duplicate bills, delinquent notices, and miscellaneous inserts. Due to system incompatibility, the cost for these services through Cathedral Corp. were high and projected to exceed the FY 2016-2017 budgeted amount. For this reason, the City terminated Cathedral Corp. services effective May 31, 2017.

As a result, Staff pursued other providers and found that Piggybacking off the Ormond Beach contract with Municipal Code Corporation was more cost effective for the City.

Current Situation:

The City began using Municipal Code Corporation services on August 9, 2017 and has been very satisfied with the services provided. The current contract with the City of Hallandale Beach is set to expire on September 30, 2018. The City of Ormond Beach agreement is for a five (5) year term effective on the contract execution date of September 22, 2014.

Therefore, staff is requesting City Commission authorization to execute an extension of the current contract as Amendment #1, to continue the existing services, including monthly bills, out of town notices, duplicate bills, and delinquent notices, with Municipal Code Corporation utilizing the City of Ormond Beach and Municipal Code Corp agreement to expires on September 22, 2019.

Fiscal Impact:

The fiscal impact FY 18/19 will not exceed \$73,000.

Why Action is Necessary:

Pursuant to Chapter 23, Section 23-8 Exception to Bid Requirements, (6) Bids and Contracts from Other entities, and Section 23-9 Cooperative Purchasing, the City Manager is authorized to procure all supplies, materials, equipment and services from other governmental units, when the best interests of the City would be served subject to the requirement that any purchase in excess of \$50,000 requires City Commission approval.

Proposed Action:

Staff recommends the approval of the attached Resolution authorizing the City Manager to execute all related documents to effectuate the expenditure of funds for FY 18/19 with Municipal Code Corporation.

Attachment(s):

Exhibit 1 – Resolution

Exhibit 2 – Amendment #1 to Agreement Between City of Hallandale Beach and
Municipal Code Corporation

Exhibit 3 – Agreement Between Hallandale Beach, FL and Municipal Code Corporation for
City of Ormond Beach Contract #2014-2 Printing and Mailing Utility Billing Services
(Res. #2017-114)

Exhibit 4 - Agreement Between the City of Ormond Beach and Municipal Code Corporation
(Res. #2014-148)

Prepared by:



Emil Lopez
Finance Director



Andrea Lues
Procurement Director