



City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	Item Type:		1 st Reading	2 nd Reading
9/16/2020	<input checked="" type="checkbox"/> Resolution	Ordinance Reading	N/A	N/A
File No.:	<input type="checkbox"/> Ordinance	Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
20-330	<input type="checkbox"/> Other	Advertising Required	<input type="checkbox"/>	<input type="checkbox"/>
		Quasi Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
Fiscal Impact (\$):	Account Balance (\$):	Funding Source:	Project Number :	
\$94,739	\$94,739	3340W-534010 3340W-542000	N/A	
Contract/P.O. Required	RFP/RFQ/Bid Number:	Sponsor Name:	Department:	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Florida Municipal Power Agency: RFP #2018-214	Emil Lopez, Finance Director	Finance Department	
Strategic Plan Focus Areas:				
<input checked="" type="checkbox"/> Financial	<input type="checkbox"/> Organizational Capacity	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Development, Redevelopment and Economic Development	
Implementation Timeline				
Estimated Start Date: Click or tap to enter a date. Estimated End Date: Click or tap to enter a date.				

SHORT TITLE:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING THE UTILIZATION OF THE FLORIDA MUNICIPAL POWER AGENCY'S CONTRACT WITH ENCO UTILITY SERVICES FOR UTILITY BILLING PRINTING AND MAILING SERVICES FOR AN AMOUNT AS PROVIDED FOR IN FISCAL YEAR 2020-2021 BUDGET; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL RELATED DOCUMENTS TO EFFECTUATE THE PROJECT; AND PROVIDING FOR AN EFFECTIVE DATE.

STAFF SUMMARY:

Summary:

This item requests authorization to piggyback off the the Florida Municipal Power Agency's (FMPA) agreement with ENCO Utility Services, LLC for an additional year to procure various utility billing, printing, and mailing services.

Background:

The FMPA has a five-year agreement with ENCO Utility Services, LLC as of August 10, 2018 through August 2023. Last year the City reviewed various potential contracts for utility billing printing/mailing services. Piggybacking off the FMPA contract with ENCO Utility Services was found to be cost effective for the City.

Per Resolution No. 2019-069, the City Commission authorized a piggyback off the FMPA agreement with ENCO Utility Services, LLC. Staff is requesting City Commission authorization to procure ENCO Utility Services, LLC once again in FY20/21

Current Situation:

The existing authority to utilize ENCO expires on September 30, 2020. Therefore, staff is requesting City Commission authorization to piggyback off the FMPA agreement with ENCO Utility Services, LLC again in FY 20/21.

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.

Cost Benefit:

Over a 12 month period, the Utility Billing Division is required to process monthly bills, out of town notices, delinquent notices, and special mailings. Providing these services internally would result in higher cost to the City (production/postage/staff time) thus contracting for these services was found to be more cost effective to the City.

Below is an example of an actual cost benefit analysis that was done recently on one of the activities mentioned above (Special mailing). In this scenario, the City opted for post cards (4.25" X 5.5") for \$3,708.92 to be provided by vendor ENCO whereas internally it would cost \$6,511 to do a regular flyer. Thus, there is a savings to the City of up to \$2,800.

Produced by Vendor	Est. Production Cost	Est. Postage Cost	Total Cost
Regular Flyer	\$1,688.62	\$3,784.00	\$5,472.62
Post Card (4.25" X 5.5") Color	\$ 956.92	\$2,752.00	\$3,708.92
Post Card (5.5" X 8.5") Color	\$1,144.03	\$3,784.00	\$4,928.03

Produced by City	Est. Production Cost	Est. Postage Cost	Total Cost
Regular Flyer	\$1,836.00 *	\$4,675.00 **	\$6,511.00

* The estimated production include staff's time for printing flyer, creating labels and prep correspondence (98 hours)

** Vendor is provided with stamp savings not available to the City

PROPOSED ACTION:

The City Commission consider the attached resolution.

ATTACHMENT(S):

Exhibit 1 – Proposed Resolution
Exhibit 2 – Agreement FMPA & ENCO
Exhibit 3 – Contract Assigned
Exhibit 4 – Resolution No. 2019-069