

**TOWN OF DAVIE**  
**TOWN COUNCIL AGENDA REPORT**

**TO:** Mayor and Councilmembers  
**FROM/PHONE:** Frank Apicella/ 954-797-1063  
**PREPARED BY:** Frank Apicella  
**SUBJECT:** Resolution

**AFFECTED DISTRICT:** N/A

**ITEM REQUEST:** **Schedule for Council Meeting**

**TITLE OF AGENDA ITEM:** A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE BID FOR PROCESSING AND MAILING SERVICES FOR TOWN OF DAVIE FORMS.

**REPORT IN BRIEF:** The Town solicited competitive sealed bids for processing and mailing utility bills, occupational licenses , W2 forms and when applicable inserts. Specifications were sent to thirteen (13) prospective vendors. Additionally, the bid was advertised state-wide in Florida Bid Reporting and nationally in BidNet and also posted on the Town's web site. The Town received five (5) bids. Pinnacle Data Systems LLC was the low bidder. It is the recommendation of the Bid Spec Committee that we move forward with this vendor on a 90 day trial basis. If after the 90 day trial period, they are performing to the Town's requirements, we can then continue with the service, otherwise we would move on to the next lowest qualified bidder.

**PREVIOUS ACTIONS:** Not applicable

**CONCURRENCES:** The award to Pinnacle Data Systems LLC was approved by the Technology and Information Management Department Head and the Bid Specification Committee.

**FISCAL IMPACT:** not applicable

Has request been budgeted? Yes

If yes, expected cost: Approximately \$70,000/year

Account Name: Utilities Department/Contractual Services  
(040-1058-536-0306) - \$56,784.00

Account Name: Budget & Finance/Office & Misc. Exp.  
(001-0221-513-0501) - \$4,550.00

Account Name: Development Services/Office & Misc. Exp.  
(001-0403-515-0501) - \$1,312.00

Additional Comments: The above cost are estimates, the actual cost may be higher based on the actual volume of forms processed.

**RECOMMENDATION(S):** Motion to approve the Resolution

**Attachment(s):**

Procurement Authorization  
Bid Opening Report  
Department Recommendation Memo  
Incorporation Information

RESOLUTION \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE,  
FLORIDA, ACCEPTING THE BID FOR PROCESSING  
AND MAILING SERVICES FOR TOWN OF DAVIE  
FORMS

WHEREAS, the current contract for the processing and mailing of Town forms  
has expired; and

WHEREAS, the Town has solicited competitive bids for this service; and

WHEREAS, Pinnacle Data Systems LLC was the low bid firm

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN  
OF DAVIE, FLORIDA:

SECTION 1. The bid from Pinnacle Data Systems LLC for the processing and  
mailing of the Town forms in the amounts identified on the attached bid tabulation.

SECTION 2. The Town Council hereby authorizes the expenditure from  
accounts: Utilities department/Contractual Services, Budget & Finance/Office & Misc.  
Expenses and Development Services/Office & Misc. Expenses.

SECTION 2. This resolution shall take effect immediately upon its passage and  
adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2007

\_\_\_\_\_

MAYOR/COUNCILMEMBER

\_\_\_\_\_

ATTEST:

\_\_\_\_\_

TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2007



DEPARTMENT OF TECHNOLOGY AND INFORMATION MANAGEMENT

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399

PHONE: 954.797.1107 • FAX: 954.797.1049 • WWW.DAVIE-FL.GOV

## Memorandum

TO: Herb Hyman, Procurement Manager

FROM: *FA* Frank Apicella, Director

SUBJECT: Print and Mail TOD Forms

DATE: August 23, 2007

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We received bids from 5 vendors for the printing and mailing of the Town's forms. Pinnacle Data Systems LLC was the low bid by \$2,402.20. They appear to meet all the specifications of the bid. However, there are some concerns. This vendor is located out of state. This means that the potential for adding two days to the mailing of our utility bills exists. It is my recommendation that we move forward with this vendor on a 90 day trial basis. If after the 90 day trial period they are performing to the Town's requirements we can then continue with the service, otherwise we would move on to the next lowest qualified bidder.



# TOWN OF DAVIE PROCUREMENT AUTHORIZATION

ACCOUNT NUMBER	BUDGET ITEM & DESCRIPTION	APPROXIMATE COST
04010585360386	PROCESSING AND REPAIRS OF TDS FORMS	\$65,000.00
00102215730561	"	5,000.00
00104030150501	"	5,000.00

METHOD OF PROCUREMENT (check the one that applies)

- Open Competitive Bidding
- Piggyback on Contract Number \_\_\_\_\_
- Sole Source
- Request For Proposals

**SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED**

Signed [Signature]  
Department Head:

Have Funds been Reserved REQ. 35959

Date 6/11/07 Signed [Signature]

Signed [Signature]  
Town Administrator

**BIDS SUBMITTED**

VENDOR	COST
PINNACLE DATA SYSTEMS, INC.	\$62,645.
SOUTHWEST DIRECT	65,048.
WORDIS DIRECT	65,979.6
SEVERN TRENT	67,632.
MCC ADVANTAGE	71,202.1

Signed [Signature]  
Procurement Manager

**BID SPECIFICATION COMMITTEE'S RECOMMENDATION**

Vendor	Cost
PINNACLE DATA SYSTEMS, INC.	\$62,645.6.

BID OPENING REPORT

BID NAME: Process & Mail Town of Davie Farms

TIME: 2:00

BID NUMBER: B-07-88

DATE: 7-10

ESTIMATED COST: \_\_\_\_\_

NO.	CONTRACTOR'S NAME	BID AMOUNT	COMMERCIAL RANKING
1.	<u>Pinnacle Data</u>	<u>See Attached Bid</u>	<u>Tabulation</u>
2.	<u>Nordis Direct</u>		
3.	<u>Municipal Code Corp.</u>		
4.	<u>Southwest Direct, Inc.</u>		
5.	<u>Severn Trent Services</u>		
6.			
7.			
8.			
9.			
10.			

REMARKS

TOWN SENT SPECS TO THIRTEEN (13) PROSPECTIVE BID TOWNS RECD FIVE (5) BIDS.

NOTE: THE ABOVE BID AMOUNTS HAVE NOT BEEN CHECKED, AND BID TOTALS / SUBJECT TO CORRECTION AFTER THE BIDS HAVE BEEN COMPLETELY REVIEWED.

THIS IS ONLY A FINANCIAL RANKING OF ALL THE BIDS RECEIVED. THE USING DEPARTMENT IS RESPONSIBLE FOR REVIEWING THE BIDS FOR COMPLIANCE WITH THE BID SPECIFICATIONS PRIOR TO SUBMITTAL OF LETTER OF RECOMMENDATION

PURCHASING OFFICIAL: Elena Blachut

DATE: 7-10-08

WITNESS: Annie Salinas

DATE: 7-10-08

	A	B	C	D	E	F
1						
2						
3						
4						
5		PINNACLE	SOUTHWEST	NORDIS	SEVERN	MCC
6		DATA	DIRECT	DIRECT	TRENT	ADVANTAC
7						
8	Print & Mail Utility Bills (stmt format)	\$17,160.00	\$20,040.00	\$20,400.00	\$58,800.00	\$62,400
9	Print & Mail Utility Bills (final notice)	\$686.00	\$801.60	\$960.00	\$2,832.00	\$2,832
10	Print & Mail Business Tax Receipt Renewal	\$715.00	\$835.00	\$1,000.00	\$3,000.00	\$2,600
11	Print & Mail Business Tax Receipt	\$715.00	\$835.00	\$1,000.00	\$2,250.00	\$2,600
12	Print & Mail W2 Forms	\$1,000.00	\$167.00	\$250.00	\$750.00	\$770
13	Postage	\$42,369.60	\$42,369.60	\$42,369.60	Incl.	1
14	<b>TOTAL</b>	<b>\$62,645.60</b>	<b>\$65,048.20</b>	<b>\$65,979.60</b>	<b>\$67,632.00</b>	<b>\$71,202</b>
15						
16	Inserts	.005 ea	Variable	n/c	.035 ea	.01
17	Printing Modifications	\$95.00/hr	n/c	no bid	\$80.00/hr	\$125.00
18	Programming Services	\$95.00/hr	n/c	\$120.00/hr	\$95.00/hr	\$125.00

**Request for Taxpayer  
 Identification Number and Certification**

Give form  
 requester,  
 send to th

Print or type  
 See Specific Instructions on page 2.

Name (as shown on your income tax return)  
**PINNACLE DATA SYSTEMS LLC**

Business name, if different from above

Check appropriate box:  Individual/Sole proprietor  Corporation  Partnership  Other  Exempt from withholding

Address (number, street, and apt. or suite no.)  
**200 SUMMIT PARKWAY**

City, state, and ZIP code  
**BIRMINGHAM, AL 35209**

List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

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OR

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number  
**63-121671**

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here Signature of U.S. person **Peggy Banks** Date **7/5/07**

**Purpose of Form**

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

- An individual who is a citizen or resident of the United States.
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases, Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person who is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for the purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from a partnership conducting a trade or business in the United States is not subject to backup withholding.

**Vendor/Bidder Disclosure**

I, Peggy Banks, being first duly sworn state that:  
The full legal name and business address of the person(s) or entity contracting with the  
Town of Davie ("Town") are as follows (Post Office addresses are not acceptable):

Name of Individual, Firm, or Organization: PINNACLE DATA SYS  
Address: 200 SUMMIT PARKWAY  
BIRMINGHAM, AL 35222  
FEIN 63-1216795  
State and date of incorporation ALABAMA

**OWNERSHIP DISCLOSURE AFFIDAVIT**

1. If the contract or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who directly or indirectly holds five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full name and address shall be provided for each trustee and each beneficiary. All such names and address are as follows (Post Office addresses are not acceptable):

Full Legal Name	Address	Ownership
<u>ROBERT REDDINGER</u>	<u>200 SUMMIT PARKWAY</u> <u>BIRMINGHAM, AL 35222</u>	<u>100</u> %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %

2. The full legal names and business addresses of any other individual (other than subcontractors, materialmen, suppliers, laborers, and lenders) who have, or will have, any legal, equitable, or beneficial interest in the contract or business transaction with the Town are as follows (Post Office addresses are not acceptable):

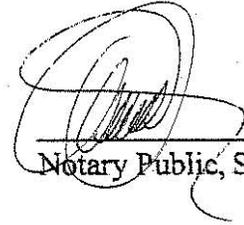
Full Legal Name	Address
_____	_____
_____	_____
_____	_____

By: Peggy Banks  
Signature of Affiant

Date: 07/15/07

PEGGY BANKS  
Print Name

SUBSCRIBED AND SWORN TO or affirmed before me this 5th day of July 2007, by PEGGY BANKS, he/she is personally known to me or has presented identification.



\_\_\_\_\_  
Notary Public, State of Florida at

\_\_\_\_\_  
Print or Stamp of Notary

\_\_\_\_\_  
Serial Number

My Commission Expires : \_\_\_\_\_



# ACTIVE NAMES INQUIRY

Office of the Secretary of State  
State of Alabama

INITIATE NEW BROWSE

← PREVIOUS PAGE

NEXT PAGE →

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PINNACLE DATA SYSTEMS INC  
HUNTSVILLE, AL

PINNACLE DATA SYSTEMS LLC  
BIRMINGHAM, AL

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PINNACLE DESIGN BUILD GROUP INC  
5995 PARKWAY NORTH BLVD  
CUMMING, GA

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PINNACLE DEVELOPMENT INC  
5995 PARKWAY NORTH BLVD  
CUMMING, GA

Fict Name

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PINNACLE DEVELOPMENT LLC  
AUBURN, AL

---

PINNACLE DEVELOPMENT PARTNERS LLC  
BIRMINGHAM, AL

---

PINNACLE DEVELOPMENT PROPERTIES LLC  
TUSCALOOSA, AL

---

PINNACLE DIRECT FUNDING CORPORATION  
3457 PKWY CENTER CT  
ORLANDA, FL

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PINNACLE DRYER CORPORATION  
307 FIELDS DRIVE  
ABERDEEN, NC

Qual Pend

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PINNACLE DRYWALL INC  
CHELSEA, AL

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