

TOWN OF DAVIE

TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Herb Hyman/797-1016

SUBJECT: Resolution

AFFECTED DISTRICT: n/a

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

REPORT IN BRIEF: A competitive bid was conducted for processing and mailing utility bills, occupational licenses, and W2 forms from electronic media provided to the vendor by the Town's Information Systems Department. The Town sent out specifications to eleven (11) prospective bidders. 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 four (4) bids. The apparent low bidder, Nordis, was excluded as a non-responsive bidder as the cost of postage and a return envelop in the utility bill was not included in their price. The recommendation is for Severn Trent-Avatar Utility Services who is the lowest responsive and responsible bidder. The initial contract is a three (3) year agreement with options to renew for two (2) additional one (1) year terms by mutual agreement of the parties. Extensions, if appropriate, will be handled administratively by staff subject to budgetary approval by the Town Council.

PREVIOUS ACTIONS: Not applicable

CONCURRENCES: The recommended award has been reviewed by the Information Systems Manager and the Bid Specification Committee who concur with the decision to award to Severn Trent-Avatar Utility Services.

FISCAL IMPACT:

Has request been budgeted? yes

If yes, expected cost: \$48,300.00/yr.

Account Name: Miscellaneous Expense Accounts from the Budget & Finance Dept., the Development Services Dept., and the Utilities Dept.

Additional Comments: Not applicable

RECOMMENDATION(S): Motion to approve the resolution.

Attachment(s):

Procurement Authorization

Department recommendation memo

Bid Tabulation

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE BID FOR PROCESSING AND MAILING TOWN OF DAVIE FORMS FROM ELECTRONIC MEDIA.

WHEREAS, the Town is in need of processing and mailing of utility bills, occupational licenses, and W2 forms; and

WHEREAS, the Town solicited sealed bids for such services; and

WHEREAS, after review, the Town Council wishes to accept the bid from Severn Trent-Avatar Utility Services.

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

SECTION 1. The Town Council hereby accepts the bid from Severn Trent-Avatar Utility Services for processing and mailing utility bills, occupational licenses, and W2 forms from electronic media in accordance with the unit prices identified by Attachment "A".

SECTION 2. The Town Council hereby authorizes the expenditure from Miscellaneous Expenses Accounts from the Budget and Finance Dept., the Development Services Dept., and the Utilities Dept.

SECTION 3. The initial contract term is three (3) years with options to extend the contract for two (2) additional one(1) year terms by mutual agreement of the parties. Contract extensions, if appropriate, will be handled administratively by staff subject to budgetary approval by Town Council.

SECTION 4. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2002

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2002

**TOWN OF DAVIE
PROCUREMENT AUTHORIZATION**

<u>ACCOUNT NUMBER</u>	<u>BUDGET ITEM & DESCRIPTION</u>	<u>APPROXIMATE COST</u>
04010585360550 ✓	Printing Services - Utilities Bills	\$12,400
04010585360531	Postage - Utilities Bills	\$31,400
00104235150501 ✓	Printing & Mailing Occupational Licences	\$ 3,200
00102215130501 ✓	Printing & Mailing - Payroll W2 Forms	\$ 1,300

Method of Procurement (check the one that applies)

- Open Competitive Bidding
- Piggyback
- Sole Source

Checklist Specification & List Of Vendors Must Be Attached

Signed 
Department Head

Have Funds Been Reserved REQ. 25840

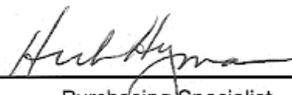
Date 2/20/02 Signed 

Signed 
Town Administrator

BIDS SUBMITTED

<u>VENDOR</u>	<u>BIDS SUBMITTED</u>	<u>COST</u>
<u>SEVERN TRENT - AVATAR UTILITY SERVICES</u>		
<u>CDCI</u>		
<u>MUNICIPAL METER READING</u>		
<u>* NORRIS</u>		

* NON-RESPONSIVE - DID NOT INCLUDE POSTAGE OR A RETURN ENVELOPE IN THEIR BID.

Signed 
Purchasing Specialist

Town Administrator's Recommendation

<u>Vendor</u>	<u>Cost</u>
<u>SEVERN-TRENT - AVATAR UTILITY SERVICES</u>	<u>\$ 48,300/YR.</u>

Signed 
Town Administrator

MEMORANDUM

Information Systems Division

To: Bid Spec Committee
From: Frank Apicella, Information Systems Director 
Date: April 4, 2002
Subject: RFP Responses for processing and mailing Davie forms

The low-bid vendor, Nordis was non-responsive, their bid did not include the cost of mailing or return envelopes. Therefore, it is my recommendation that we accept the bid from Severn Trent-Avatar Utility Services, LLC. The vendor has addressed all of the specifications in the RFP.

	A	B	C	D	E	F	G
1							
2							
3							
4							
5							
6							
7	PRINT & MAIL UTILITY BILLS (STATEMENT FORMAT)	.50 ea	.91667 ea	.71 ea	.126 ea		
8	PRINT & MAIL UTILITY BILLS (FINAL NOTICE)	.575 ea	1.022 ea	.71 ea	.126 ea		
9	PRINT & MAIL OCCUPATIONAL LICENSES	.45 ea	.820 ea	.71 ea	.126 ea		
10	PRINT & MAIL W2'S	.75 ea	1.12 ea	.71 ea	.126 ea		
11	INSERTS	.035 ea	.05 ea	.06 ea	.005 ea		
12	PRINTING MODIFICATIONS (IF NEEDED)	\$90/hr	\$100/hr	\$45/hr	\$25/message		
13	PROGRAMMING SERVICES	\$90/hr	\$100/hr	\$45/hr	\$100/hr		
14							
15							
16							
17							

