



**CITY OF FORT LAUDERDALE**  
**City Commission Agenda Memo**  
**REGULAR MEETING**

**#13-0859**

**TO:** Honorable Mayor & Members of the  
Fort Lauderdale City Commission

**FROM:** Lee Feldman, ICMA-CM, City Manager

**DATE:** July 2, 2013

**TITLE:** Motion to approve a three-year contract for lockbox services – Invitation to Bid (ITB) 733-11224 - \$207,386 (three year cost)

**Recommendation**

It is recommended that the City Commission approve a three-year contract for the purchase of lockbox services to the single bidder, Intuition Systems, Inc. d/b/a Bill2Pay, in the estimated annual amount of \$69,128.67, in the three year estimated amount of \$207,386, and authorize the City Manager to approve one, one-year renewal option contingent upon approval and appropriation of funds.

**Background**

The City of Fort Lauderdale provides retail lockbox services for the receipt of mail payments for water and sewer utilities, emergency medical services, fire inspections, alarm services and business tax. Intuition Systems, Inc. d/b/a Bill2Pay currently receives and processes all retail lockbox payments. The current contract expires June 30, 2013. An Invitation to Bid was issued to solicit bids from all known providers of lockbox services and Intuition Systems Inc. d/b/a Bill2Pay was the sole responder.

**Resource Impact**

There will be a fiscal impact to the City in the annual amount of \$69,128.67. Future expenditures are contingent upon approval and appropriation of the annual budgets.

**FUNDS AVAILABILITY LOCATION:**

FY	FUND	SUB FUND	FUND NAME	INDEX #	INDEX NAME	SUB OBJ #	SUBOBJECT NAME	AMOUNT
2013	001	01	GENERAL FUND	FIN090909	BUSINESS TAX	3113	FIN & BANK SERV	\$1,242.32
2013	001	01	GENERAL FUND	FIN040201	UTILITY BILLING & COLLECTION	3113	FIN & BANK SERV	\$9,179.26
2013	001	01	GENERAL FUND	FIR030101	FIRE-RESCUE SUPPORT	3113	FIN & BANK SERV	\$3,372.84

2013	461	01	PARKING FUND	TAM020101	PARKING CUSTOMER SERVICES	3113	FIN & BANK SERV	\$2,956.20
2013	001	01	GENERAL FUND	POL020210	BACKGROUND INVESTIGATIONS	3113	FIN & BANK SERV	\$531.54
<b>TOTAL</b>								\$17,282.17

2014	001	01	GENERAL FUND	FIN090909	BUSINESS TAX	3113	FIN & BANK SERV	\$3,726.97
2014	001	01	GENERAL FUND	FIN040201	UTILITY BILLING & COLLECTION	3113	FIN & BANK SERV	\$27,537.78
2014	001	01	GENERAL FUND	FIR030101	FIRE-RESCUE SUPPORT	3113	FIN & BANK SERV	\$10,118.51
2014	461	01	PARKING FUND	TAM020101	PARKING CUSTOMER SERVICES	3113	FIN & BANK SERV	\$8,868.60
2014	001	01	GENERAL FUND	POL020210	BACKGROUND INVESTIGATIONS	3113	FIN & BANK SERV	\$1,594.62
<b>TOTAL</b>								\$51,846.50

## Attachment

### Exhibit 1 – Bid Tabulation 733-11224

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Prepared by: Richard Ewell, Procurement Specialist II  
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Department Director: Douglas R. Wood, Finance