



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

**#17-0913**

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

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

**DATE:** August 22, 2017

**TITLE:** Motion to Approve Contract for Purchase of Lockbox Services – Bill2Pay,  
LLC - \$256,383 (estimated three-year total)

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**Recommendation**

It is recommended that the City Commission approve a three-year contract, in substantially the form attached, with Bill2Pay, LLC (B2P) for the purchase of lockbox services in the three-year estimated amount of \$256,383; and authorize the City Manager to approve one, one-year renewal option, contingent upon 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. B2P currently receives and processes all retail lockbox payments on behalf of the City. The current contract with B2P expires October 1, 2017.

- On April 10, 2017, the Procurement Services Division issued Invitation to Bid 873-11918 for Lockbox Services.
- On bid opening day, May 2, 2017, only one response was received. Before bid closed, calls were made to numerous vendors to ask if they would be submitting proposals. Responses included no available resources, more time needed, and no Fort Lauderdale lockbox location. The bid opening was therefore extended.
- On the second bid opening day, May 10, 2017, the City received only one response from the current vendor B2P. B2P has met all of the specifications of the bid and has been deemed the lowest cost, responsive, and responsible bidder.

**Resource Impact**

There will be no fiscal impact in FY 2017. Future expenditures are contingent upon approval and appropriation of the annual budget.

### **Strategic Connections**

This item is a *Press Play Fort Lauderdale Strategic Plan 2018* initiative, included within the Neighborhood Enhancement Cylinder of Excellence, specifically advancing:

- Goal 12: Be a leading government organization, managing our resources wisely and sustainably.
  - Objective 1: Ensure sound fiscal management.

This item advances the *Fast Forward Fort Lauderdale 2035 Vision Plan: We Are Community*.

### **Attachments**

Exhibit 1 – Bid Tabulation

Exhibit 2 - Contract

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