



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

**#25-0410**

---

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

**FROM:** Rickelle Williams, City Manager

**DATE:** May 6, 2025

**TITLE:** Motion Approving an Agreement for Meeting Minutes Services - Citywide –  
Prototype, Inc. - \$211,954 - (**Commission Districts 1, 2, 3 and 4**)

---

**Recommendation**

Staff recommends the City Commission approve an agreement for meeting minutes services - citywide, in substantially the form attached, with Prototype, Inc., for an initial two (2)-year term in the amount of \$211,954, and authorize the City Manager to approve three (3) additional one (1)-year renewal options for an estimated annual renewal amount of \$105,977, for a potential total contract amount of \$529,885, contingent upon appropriation of funds.

**Background**

The City has 35 boards and committees currently serviced by an existing contract for meeting minutes services. These boards and committees generate approximately 352 meeting hours annually. Under the new contract, in addition to providing meeting minutes, this contractor shall attend meetings, provide assistance in ensuring that public records from the meetings are accurate and complete, and record member attendance, motions and votes.

On February 5, 2025, the Procurement Services Division issued Invitation to Bid (ITB) No. 424-1 for Meeting Minutes Services - Citywide. On February 21, 2025, the following two (2) bids were received in response to the ITB:

1. Prototype, Inc.
2. The Business Banq LLC

Prototype, Inc. (Prototype) is the current incumbent meeting minutes services provider and was awarded its first contract by the City for these services in 2016.

Prototype indicated its status as a Class 2 Disadvantaged Business Enterprise (DBE). The bid submitted by Prototype met the solicitation requirements and Prototype has been deemed the low, responsive, and responsible bidder. Therefore, Prototype is recommended for award.

### **Resource Impact**

Funds for this agreement for FY 2025 in the total amount of \$26,160 are available in the accounts listed below.

<b>Funds available as of April 28, 2025</b>					
<b>ACCOUNT NUMBER</b>	<b>COST CENTER NAME (Program)</b>	<b>CHARACTER/ ACCOUNT NAME</b>	<b>AMENDED BUDGET (Character)</b>	<b>AVAILABLE BALANCE (Character)</b>	<b>AMOUNT</b>
10-001-3010-515-30-3210	Urban Design & Development	Clerical Services	\$431, 843	\$261, 726	\$3,927
10-140-3101-524-30-3210	Building Services	Clerical Services	\$3,275,367	\$1, 196,864	\$4,071
10-001-3020-524-30-3210	Community Inspections	Clerical Services	\$198, 088	\$88, 594	\$7,017
20-101-1530-552-30-3210	NFP Redevelopment	Clerical Services	\$848, 769	\$350, 920	\$1,617
20-102-1520-552-30-3210	Central City Redevelopment	Clerical Services	\$275, 048	\$76, 997	\$231
10-001-2302-513-30-3210	Division of Budget/CIP Grants	Clerical Services	\$257, 136	\$34, 482	\$1,588
10-001-6060-575-30-3210	Marine Facilities Administration	Clerical Services	\$223, 167	\$87, 970	\$837
10-468-1460-542-30-3210	Executive Airport	Clerical Services	\$3,351,573	\$1,819,245	\$1,530
10-530-7050-539-30-3210	Project Management Administration	Clerical Services	\$191,843	\$39,785	\$751
10-450-7101-536-30-3210	Utilities Engineering Operations	Clerical Services	\$2,746,638	\$2,047,792	\$2,483
10-001-7040-537-30-3210	Sustainability Operations	Clerical Services	\$487,367	\$265,079	\$2,108
			<b>TOTAL AMOUNT ►</b>		<b>\$26,160</b>

### **Strategic Connections**

This item supports the *Press Play Fort Lauderdale 2029* Strategic Plan, specifically advancing:

- The Business Growth and Support Focus Area
- Goal 6: Build a diverse and attractive economy.

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

**Attachments**

Exhibit 1 - Solicitation

Exhibit 2 - Bid Tabulation

Exhibit 3 - Agreement

---

Prepared by: Glenn Marcos, Chief Procurement Officer, Finance  
David Clemente, Assistant Procurement Manager, Finance  
Camille Minott, Assistant City Clerk IV, City Clerk's Office  
Matthew Eaton, Senior Administrative Assistant, Finance

Department Director: Linda Short, Finance

Charter Officer: David Soloman, City Clerk's Office