



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

#17-0426

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

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

DATE: June 6, 2017

TITLE: Motion to Approve Contract for Lease of Citywide Payment Kiosks –
Diversified Data Processing & Consulting, Inc. d/b/a DivDat –\$192,816
(estimated three-year total)

Recommendation

It is recommended that the City Commission award a three-year contract, in substantially the form attached, to lease payment kiosks from DivDat in the estimated amount of \$192,816; and authorize the City Manager or designee to approve a one-year renewal option contingent upon appropriation of funds.

Background

In an effort to reduce wait time for neighbors at City Hall and the Transportation and Mobility Department and to become payment card industry (PCI) compliant, the City solicited proposals from vendors to provide kiosk services for the City of Fort Lauderdale. In addition, other departments will be utilizing the services throughout the City.

The timeline for this solicitation process included the following:

- December 28, 2016 – Request for Proposals (RFP) No. 974-11871 was released for Payment Kiosk Services.
- January 31, 2017 – Bids were received from DivDat, CityBase, Inc. and AdComp Systems, Inc.
- February 24, 2017 – The evaluation committee, consisting of Arnette Torrence-Revenue Collections Manager, Susan Kelly – Technology Strategist, and Alexandria Woolweaver – Information Technology Security Analyst, met with Hendry Lopez – Procurement Specialist, to evaluate the proposals. During the meeting, the committee decided another meeting was needed due to additional questions from the committee to the three vendors.

- March 16, 2017 – The evaluation committee met with Hendry Lopez to evaluate and rank the firms based on the evaluation criteria shown below:

EVALUATION CRITERIA	WEIGHT
Approach to Work	5%
Proposed Kiosk Functionalities	10%
Warranty, Maintenance, Support Proposed	15%
References, Past Performance, Previous Similar Projects	15%
Qualifications and Experience of Project Team	10%
Qualifications and Experience of Firm	15%
Total Project Cost	30%
TOTAL	100%

Staff recommends awarding the contract to DivDat, as the best ranked, responsive and responsible proposer.

Resource Impact

The current fiscal year impact to the City is estimated at \$14,388. Future expenditures are contingent upon approval and appropriation of the annual budget.

<i>Funds available as of May 5, 2017</i>					
ACCOUNT NUMBER	INDEX NAME (Program)	OBJECT CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	PURCHASE AMOUNT
450-FIN100101-3310	UTILITY BILLING & COLLECTIONS	SERVICES-MATERIALS/OTHER EQUIP RENT	\$558,212	\$194,839	\$14,388
PURCHASE TOTAL ►					\$14,388

Strategic Connections

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

- Goal 12: Be a leading government organization, managing 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 - Contract
 - Exhibit 2 – Evaluation Committee Tabulation
 - Exhibit 3 – Solicitation
 - Exhibit 4 – DivDat Proposal
 - Exhibit 5 – CityBase Proposal
 - Exhibit 6 – Adomp Systems Proposal
 - Exhibit 7 – DivDat Scope of Work
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