



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

**#22-0056**

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

**FROM:** Chris Lagerbloom, ICMA-CM, City Manager

**DATE:** February 15, 2022

**TITLE:** Motion Approving an Agreement for Lockbox Services – Bill2Pay, LLC. -  
\$273,255 (3-year total) - **(Commission Districts 1, 2, 3 and 4)**

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**Recommendation**

Staff recommends the City Commission approve a three-year agreement, in substantially the attached form, for the purchase of Lockbox Services from Bill2Pay, LLC (“B2P”), in the initial three-year contract term fixed amount of \$273,255 (\$91,085 estimated in the first year; \$91,085 estimated in the second year; and \$91,085 estimated in the third year); authorize the City Manager to approve one (1), one-year renewal option in the estimated annual amount of \$91,085, for a potential total contract amount of \$364,340, contingent upon appropriation of funds; and reject the bid submitted by Wells Fargo Bank N.A.

**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, sanitation, parking and business tax. B2P currently receives and processes all retail lockbox payments on behalf of the City.

- On July 30, 2021, the Procurement Services Division issued Invitation to Bid No. 12546-713 for Lockbox Services.
- On bid opening day, August 30, 2021, two responses were received. Wells Fargo was the apparent lowest bidder, however, conditioned their bid by stating their prices did not include other costs associated with the Wholesale Lockbox, Wholetail Lockbox and E-Box Services. Therefore, the bid submitted by Wells Fargo is deemed non-responsive. Bill2Pay, LLC the current vendor met all the specifications and requirements of the bid and has been deemed responsive, and responsible bidder.

Neither of the two bidders have indicated their status as a Disadvantaged Business Enterprise.

Staff is requesting approval to reject the bid submitted by Wells Fargo Bank N.A. and award agreement to Bill2Pay, LLC.

**Resource Impact**

There will be a current fiscal year impact to the City in the amount of \$91,085. Funds for this purchase in the amount of \$91,085 are available in the FY 2022 Operating Budget in the accounts listed below. Future years' expenditures are contingent upon the approval and appropriation of the annual budgets.

<i>Funds available as of February 9, 2022</i>					
ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	PURCHASE AMOUNT
<i>FIR030101-3113</i>	Fire-Rescue Support	Fin & Bank Serv	\$3,646,902	\$1,254,101	\$29,402
<i>FIN100101-3113</i>	Utility Billing and Collections	Fin & Bank Serv	\$783,705	\$468,248	\$39,399
<i>POL020208-3113</i>	Police Finance Administration	Fin & Bank Serv	\$384,855	\$160,310	\$1,622
<i>DSD110101-3113</i>	Business Tax	Fin & Bank Serv	\$58,221	\$52,599	\$15,983
<i>PKR080601-3113</i>	Code Maintenance	Fin & Bank Serv	\$25,610	\$23,534	\$245
<i>TAM020101-3113</i>	Parking Customer Services	Fin & Bank Serv	\$346,475	\$148,278	\$4,434
<b>TOTAL AMOUNT ►</b>					<b>\$91,085</b>

**Strategic Connections**

This item supports the Press Play Fort Lauderdale 2024 Strategic Plan, specifically advancing:

- The Internal Support Focus Area
- Goal 8: Build a leading government organization that manages all resources wisely and sustainably.
- Maintain financial integrity through sound budgeting practices, prudent fiscal management, cost effective operations, and long-term planning

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

**Attachments**

Exhibit 1 – Solicitation

Exhibit 2 – Bid Tabulation

Exhibit 3 – E-mail deeming Wells Fargo conditional

Exhibit 4 – Agreement

Exhibit 5 – Bid Response

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