



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

**#16-0242**

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

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

**DATE:** March 1, 2016

**TITLE:** Motion to Approve Purchase of Minutes Secretary Services – Prototype,  
Inc. - \$173,550

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**Recommendation**

It is recommended that the City Commission approve a three-year contract with Prototype, Inc. for the purchase of minutes secretary services for items 1 and 3 of the solicitation, in substantially the form attached, for a three-year estimated amount of \$173,550; and authorize the City Manager to approve a one-year renewal option contingent upon appropriation of funds.

**Background**

The Procurement Services Division issued Invitation to Bid #363-11691 (ITB). Upon the scheduled opening date of January 19, 2016, only one bid was received. Prototype has been deemed the single responsive and responsible bidder for items 1 and 3; item 2 (verbatim minutes) was rejected. Pursuant to the ITB's Section 3.17, the City may award part of a bid.

The City has 19 boards and committees serviced by this contract (Exhibit 3). There are approximately 466 meeting hours annually. In addition to providing minutes, this contractor shall attend meetings, provide assistance in ensuring that meeting public records are accurate and complete, record members attendance, and record motions and votes. The Contractor also provides communications to the City Commission within a seven-day turnaround period.

**Resource Impact**

There will be a fiscal impact to the City in the amount of \$30,251 in FY 2016. Future expenditures are contingent upon approval and appropriation of the annual budget.

<b>Funds available as of February 15, 2016</b>					
<b>ACCOUNT NUMBER</b>	<b>INDEX NAME (Program)</b>	<b>CHARACTER CODE/ SUB-OBJECT NAME</b>	<b>AMENDED BUDGET (Character)</b>	<b>AVAILABLE BALANCE (Character)</b>	<b>AMOUNT</b>
001-DSD010101-3210	Urban Design & Development	Services & Materials/ Clerical Services	\$504,328	\$384,012	\$4,649
001-DSD040101-3210	Community Inspections	Services & Materials/ Clerical Services	\$309,979	\$216,964	\$11,791
106-DSD060604-3210	Middle River Redevelopment	Services & Materials/ Clerical Services	\$100,000	\$100,000	\$ 809
108-HP16ADM-3210	HOPWA General Admin FY15-16	Services & Materials/ Clerical Services	\$209,385	\$209,122	\$1,213
106-DSD060601-3210	NFP Redevelopment	Services & Materials/ Clerical Services	\$1,274,772	\$939,605	\$1,415
001-DSD050101-3210	Economic Development	Services & Materials/ Clerical Services	\$78,090	\$75,817	\$809
106-DSD070601-3210	Beach Redevelopment	Services & Materials/ Clerical Services	\$414,052	\$283,260	\$1,815
001-MGR100101-3210	Division of Budget/CIP Grants	Services & Materials/ Clerical Services	\$121,424	\$40,465	\$1,617
630-PEN013101-3210	Police & Fire Retirement System	Services & Materials/ Clerical Services	N/A	N/A	\$1,819
001-PKR090101-3210	Marine Facilities Administration	Services & Materials/ Clerical Services	\$134,446	\$73,282	\$1,617
001-POL010201-3210	Internal Affairs	Services & Materials/ Clerical Services	\$44,500	\$11,318	\$809
001-POL040401-3210	Special Investigations	Services & Materials/ Clerical Services	\$246,609	\$65,034	\$809
001-FIN020101-3210	Central Accounting	Services & Materials/ Clerical Services	\$194,897	\$270	\$270
001-PBS040101-3210	Engineering Administration	Services & Materials/ Clerical Services	\$279,842	\$97,800	\$809
<b>TOTAL AMOUNT ►</b>					<b>\$30,251</b>

### **Attachments**

Exhibit 1 – Agreement

Exhibit 2 – Bid Tabulation

Exhibit 3 – Advisory Boards and Committees Fiscal Impacts

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Prepared by:                      Ginah Joseph, Finance  
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