



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

20-0357

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

FROM: Chris Lagerbloom, ICMA-CM, City Manager

DATE May 19, 2020

TITLE: Motion Approving Contract for Minutes Services – Prototype, Inc. -
\$142,296 (two-year total) – **(Commission Districts 1, 2, 3 and 4)**

Recommendation

It is recommended that the City Commission approve a two-year contract, in substantially the form attached, to Prototype, Inc., for minutes services in the estimated amount of \$142,296 (two-year total); and authorize the City Manager to approve three, one-year renewal options contingent upon the appropriation of funds.

Background

The City has 37 boards and committees serviced by this contract. There are approximately 613 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.

On January 17, 2020, the Procurement Services Division issued Invitation to Bid No. 12362-003. The original bid opening date was February 20, 2020 but was extended to increase the chances of receiving additional proposals. Two bids were received on February 27, 2020. One firm submitted a “no bid”, informing staff that they recently received an award from another municipality and would not have enough staff to provide service to the City of Fort Lauderdale. The bid submitted by Prototype, met all of the specifications of the bid and also indicated their status as a Minority Business Enterprise, Women Business Enterprise, or Small Business Enterprise. Prototype has been deemed the lowest cost, responsive and responsible bidder.

Resource Impact

There will be a current fiscal impact to the City of \$30,709. Funding is available in the FY 2020 budget in the accounts listed below. Future year expenditures are contingent upon the approval and appropriation of the annual budget.

Funds available as of April 21, 2020					
ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
001-DSD010101-3210	Urban Design & Development	Services & Materials/ Clerical Services	\$212,405	\$90,170	\$3,120
140-DSD034002-3210	Building Services	Services & Materials/ Clerical Services	\$3,072,938	\$1,408,959	\$3,763
001-DSD040101-3210	Community Inspections	Services & Materials/ Clerical Services	\$199,832	\$91,101	\$1,443
106-CRA060605-3210	NPF Redevelopment	Services & Materials/ Clerical Services	\$707,009	\$340,732	\$3,219
001-DSD050101-3210	Economic Development	Services & Materials/ Clerical Services	\$87,121	\$59,878	\$1,430
106-CRA080808-3210	Central City Redevelopment	Services & Materials/ Clerical Services	\$183,225	\$161,051	\$2,000
001-MGR100101-3210	Division of Budget/CIP Grants	Services & Materials/ Clerical Services	\$138,070	\$28,601	\$2,500
001-PKR090101-3210	Marine Facilities Administration	Services & Materials/ Clerical Services	\$189,780	\$83,551	\$1,906
001-POL010201-3210	Internal Affairs	Services & Materials/ Clerical Services	\$164,595	\$15,049	\$5,900
468-TAM070101-3210	Executive Airport	Services & Materials/ Clerical Services	\$2,953,631	\$1,500,450	\$1,270
530-PBS100101-3210	Project Management Administration	Services & Materials/ Clerical Services	\$155,179	\$100,877	\$693
450-PBS060101-3210	Utilities Engineering Administration	Services & Materials/ Clerical Services	\$6,375,879	\$4,003,220	\$2,079
001-PBS080101-3210	Sustainability Operations	Services & Materials/ Clerical Services	\$209,250	\$17,594	\$1,386
TOTAL AMOUNT ►					\$30,709

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.
- Objective: 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 United.

Attachments

Exhibit 1 – Solicitation

Exhibit 2 – Bid Tabulation

Exhibit 3 – Contract

Exhibit 4 – Bid Packet (as referenced in the contract as “Exhibit B”)

Prepared by: David Soloman, City Clerk
Teresa Wright, Finance
Debra Conyers, Finance

Department Directors: Jeff Modarelli, City Clerk
Susan Grant, Finance