



City of Pembroke Pines, FL

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Pembroke Pines, FL
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Agenda Request Form

Agenda Number: 13.

File ID: 22-0135

Type: Agreements/Contracts

Status: Passed

Version: 1

**Agenda
Section:**

In Control: City Commission

File Created: 02/22/2022

Short Title: Contracts Database Report - May 4th, 2022

Final Action: 05/04/2022

Title: MOTION TO APPROVE THE DEPARTMENT RECOMMENDATIONS FOR THE FOLLOWING ITEMS LISTED ON THE CONTRACTS DATABASE REPORT:

(A) Cobblestone Systems Corp. - Contracts Management Software - Renewal

(B) FIS Payments, LLC, f/k/a Metavante Corporation - Debit/Credit Card Payment Processing - Renewal

(C) Home Depot U.S.A., Inc. - Purchase of Maintenance & Hardware Supplies - Renewal

(D) Vera-Williamson Investments, Inc. dba Vera Cadillac Buick GMC - Fleet Maintenance RFP # AD-16-05 - Renewal

***Agenda Date:** 05/04/2022

Agenda Number: 13.

Internal Notes:

Attachments: 1. Contracts Database Report - May 4th, 2022, 2. A. Cobblestone Systems Corp.-Contracts Management (Orig-2nd Renewal)(All Backup), 3. B. Metavante Corporation - Payment Service Agreement (AB), 4. C. Home Depot U.S.A., Inc. - Maintenance & Hardware Supplies (Co-Op) (All Backup), 5. D. Vera Cadillac - Fleet Maintenance (AB)

Code Sections:

Related Files:

1 City Commission 05/04/2022 approve

Pass

Action Text: A motion was made to approve on the Consent Agenda

Aye: - 5 Mayor Ortis, Schwartz, Good Jr., Castillo, and Vice Mayor Siple

Nay: - 0

MOTION TO APPROVE THE DEPARTMENT RECOMMENDATIONS FOR THE FOLLOWING ITEMS LISTED ON THE CONTRACTS DATABASE REPORT:

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SUMMARY EXPLANATION AND BACKGROUND:

1. Pursuant to Section 35.29(F) "City Commission notification" of the City's Code of Ordinances, "The City Manager, or his or her designee, shall notify the Commission, in writing, at least three months in advance of the expiration, renewal, automatic renewal or extension date, and shall provide a copy of the contract or agreement and a vendor performance report card for the contract or agreement to the City Commission."
2. On May 17, 2017, Commission approved the motion to place all contracts from the Contract Database Reports on consent agendas as they come up for contractual term renewal so that City Commission affirms directions to administration whether to renew or to go out to bid.
3. The Agreements shown below are listed on the Contracts Database Reports for renewal.

(A) Cobblestone Systems Corp. - Contracts Management Software - Renewal

1. On November 13th, 2019, the City Commission approved the Hosted Software License Agreement between the City and Cobblestone Systems Corp. for an initial one (1) year period, which expired on November 25th, 2020.
2. The City of Pembroke Pines Finance Department utilizes CobbleStone Systems Corp. to provide contract management software allowing for document management, contract routing work-flow, task-tracking, online approval process, E-signature, and auditing features.
3. Section 2 of the Original Agreement allows for additional one (1) year renewal terms.
4. On August 5th, 2020, the City Commission approved the first renewal of the Agreement for a one (1) year renewal term which expired on November 25th, 2021.
5. On August 4th, 2021, the City Commission approved the second renewal of the Agreement for a one (1) year renewal term which expires on November 25th, 2022.

6. The Finance Department is satisfied with the performance and execution of the Original Agreement and recommends that the City Commission approve the continuation of the Original Agreement for the third one (1) year renewal term commencing on November 26th, 2022 and expiring on November 25th, 2023, as allowed by the Original Agreement.

FINANCIAL IMPACT DETAIL:

a) Renewal Cost: \$26,886.00

b) Amount budgeted for this item in Account No:

001-513-2001-552652-0000-000-0000 (Non-Capital Software and License)

c) Source of funding for difference, if not fully budgeted: Not Applicable

d) 5 year projection of the operational cost of the project: Not Applicable

	FY2023
Revenues	\$.00
Expenditures	\$26,886.00
Net Cost	\$26,886.00

e) Detail of additional staff requirements: Not Applicable

(B) FIS Payments, LLC, f/k/a Metavante Corporation - Debit/Credit Card Payment Processing - Renewal

1. On May 5th, 2010, the City Commission approved the Original Agreement between the CITY and Metavante Corporation for an initial five (5) year period which expired on January 31st, 2016.

2. Metavante Corporation provides credit and debit card payment processing for the CITY.

3. Section 2 of the Original Agreement authorizes the renewal of the Original Agreement for additional three (3) year renewal terms upon mutual consent, evidenced by written Amendments extending the term thereof.

4. On June 5th, 2013, the City Commission approved the First Amendment to the Original Agreement to revise the terms therein to include a convenience fee for the service of VISA debit card and credit card payment processing.

5. On June 20th, 2018, the City Commission approved the Second Amendment to the Original Agreement to extend the term of the Original Agreement, as amended, for a six (6) year period which expired on January 31st, 2022.

6. On April 14th, 2020, the Parties executed the Third Amendment to the Original Agreement, as amended, to implement the assignment of the Metavante Agreement to FIS Payments, LLC. and to revise the terms therein to include a Convenience Fee to CITY in lieu of charging the CITY's customers.

7. The Finance Department is satisfied with the performance and execution of the Original

Agreement, as amended, and recommends that the City Commission approve this Fourth Amendment for the second six (6) year renewal term which will naturally expire on January 31st, 2028, as allowed by the agreement.

FINANCIAL IMPACT DETAIL:

- a) Annual Renewal Cost:** There will be no cost for the City once the City suspends the waiving of credit card fees.
- b) Amount budgeted for this item in Account No:** N/A
- c) Source of funding for difference, if not fully budgeted:** N/A
- d) 5 year projection of the operational cost of the project**
- e) Detail of additional staff requirements:** Not applicable

(C) Home Depot U.S.A., Inc. - Purchase of Maintenance & Hardware Supplies - Renewal

1. On October 16th, 2019, the City Commission approved utilization of the Omnia Partners, Public Sector (formerly U.S. Communities Government Purchasing Alliance) Contract # 16154 with Home Depot U.S.A., Inc. for a five (5) year period which expired on December 31st, 2021.
2. Home Depot U.S.A., Inc. provides an option for the purchase of maintenance and hardware supplies to support all City and Charter School operations.
3. Omnia Partners, Public Sector Contract # 16154, authorizes renewal of the Agreement for a period not to exceed the initial contract term of five (5) years, and the Agreement has been renewed from January 1st, 2022 to December 31st, 2026.
4. The Purchasing Department, on behalf of all of City's Departments and Schools, is satisfied with the vendor's performance and recommends that the City Commission approve continued utilization of Omnia Partners, Public Sector Contract # 16154 with Home Depot U.S.A., Inc. for the five (5) year term commencing on January 1st, 2022 and expiring on December 31st, 2026, as allowed by the Agreement.

FINANCIAL IMPACT DETAIL:

- a) Annual Renewal Cost:** \$475,000 (estimated yearly amount on an as needed basis from various departments)
- b) Amount budgeted for this item in Account No:** Each department and charter school has a budget for purchasing maintenance and hardware supplies that is generally coded to object code # 546150 (R&M - Land, Building & Improvement).
- c) Source of funding for difference, if not fully budgeted:** Not Applicable.
- d) 5 year projection of the operational cost of the project:** The estimated annual cost of \$475,000 will be for each year up to December 31, 2026.

Current FY	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
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Revenues	\$.00	\$.00	\$.00	\$.00	\$.00
Expenditures	\$356,250.00		\$475,000.00	\$475,000.00	\$475,000.00
\$475,000.00					
Net Cost	\$356,250.00		\$475,000.00	\$475,000.00	\$475,000.00
\$475,000.00					

e) **Detail of additional staff requirements:** Not Applicable

(D) Vera-Williamson Investments, Inc. dba Vera Cadillac Buick GMC - Fleet Maintenance RFP # AD-16-05 - Renewal

1. On June 8th, 2017, the City entered into a Fleet Maintenance Agreement with Vera-Williamson Investments, Inc. dba Vera Cadillac for an initial five (5) year period, which expires on May 2nd, 2022.

2. Vera-Williamson Investments, Inc. dba Vera Cadillac provides the City with repair, maintenance, and parts for the City's fleet of vehicles.

3. Section 3.2 of the Original Agreement authorizes the renewal of the Original Agreement for an additional five (5) year renewal term upon mutual consent, evidenced by a written Amendment extending the term thereof.

4. The Purchasing Department, on behalf of all of City's Departments, is satisfied with the performance and execution of the Original Agreement and recommends that the City Commission approve this First Amendment to extend the term for an additional five (5) year renewal term commencing on May 3rd, 2022 and ending on May 2nd, 2027, as allowed by the agreement.

FINANCIAL IMPACT DETAIL:

a) **Renewal Cost:** \$1,200,000 (Estimated yearly amount for Fleet Maintenance Services, however, the amount spent each year can fluctuate based on changes in needs and similar factors.)

b) **Amount budgeted for this item in Account No:** Funds are available in various accounts budgeted under object code # 546300 (R & M Vehicles).

c) **Source of funding for difference, if not fully budgeted:** "Not Applicable."

d) **5 year projection of the operational cost of the project**

	Current FY
Revenues	\$0
Expenditures	\$1,200,000
Net Cost	\$1,200,000

e) **Detail of additional staff requirements:** Not Applicable.