



TO: Alicia B. Kalish, Purchasing Agent
Purchasing Division
FROM: John Bruno, Division Director
Enterprise Technology Services (ETS)
SUBJECT: Solicitation No.: OPN2115594B1
Title: Mailing Services

Recommended Vendor: Arrowmail Presort Company, Inc.

Recommended Group(s)/Line Item(s):

Initial Award Amount: \$617,020.35

Potential Total Amount: 1,028,367.25

Initial Contract Term: Three Years

Contract Term, including Renewals: Five Years

CONCURRENCE:

The agency has reviewed Vendor's response(s) for specification compliance and Vendor responsibility. I
 have reviewed all documents including the Vendor Questionnaire and after careful evaluation, I concur with recommendation for award to the Vendor.

FINANCIAL BACKGROUND/D & B REPORT: (check one)

- I am satisfied with the Vendor's financial background and/or rating and payment performance.
- Not applicable Provide explanation if choosing this option (not necessary for a bid)

LITIGATION HISTORY: (check one)

- I have reviewed the Litigation History Form and there is no issue of concern.
- Refer to additional information from the Office of the County Attorney to address an issue/concern.

PAST PERFORMANCE: (check all that apply)

I have reviewed the Vendor's past Performance Evaluations in Contracts Central and:

- Vendor received an overall rating ≥ 2.59 on all evaluations.
- No evaluations within the past three years contained any items rated a score of 2 or less.
- Vendor received a rating ≤ 2.59 on an evaluation(s). Refer to additional information.
- Vendor received a score of ≤ 2 on an individual item(s). Refer to additional information.
- Past evaluations are not relevant to the scope of this contract.
- No past Performance Evaluations exist in Contracts Central.

AND

- Reference Verification Forms are attached.

OR

- Reference Verification Forms are not required: Commodity only purchase (less than \$250,000); Service less than \$50,000 and the Vendor has a Performance Evaluation within the past three years.

NON-CONCURRENCE:

- I do not concur. Detailed reason for non-concurrence is attached.

TYPED NAME OF SIGNER: Guerly Georges-Moreau
(Individual authorized to administer the contract.)

TITLE: Information Systems Manager

SIGNATURE:

DATE: April 12, 2018



Vendor Reference Verification Form

Broward County Solicitation No. and Title: OPN2115594B1, Mailing Services
 Reference for: (Name of Firm) Arrowmail Presort Company, Inc.
 Organization/Firm Name providing reference: Miami Dade Property Appraisal
 Contact Name/Title: Mr. J.C. Romano / Procurement Manager for Property Appraisal
 Contact E-mail: Juan.Romano@miamidade.gov
 Contact Phone: 305-375-4262
 Name of Referenced Project: Tax Appraisal Mailings
 Contract No. PA-RFP-0114OTR-1
 Contract Amount: \$550,000
 Date Services Provided: 12/1/16 - 11/2018

(list date range or date services began until "current")

Vendor's role in Project: Prime Vendor Sub-consultant/Sub-contractor
 Would you use this vendor again? Yes No If No, please specify in Additional Comments (below).

Description of services provided by Vendor:
Printing, folding, inserting, and mail out

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)
Arrowmail always meet their deadline, they do everything right. Recommend their service.

References Checked By
 Name: Guerly Georges-Moreau Title: Information Systems Manager
 Division/Department: ETS/FASD Date of Verification: April 10, 2018



Vendor Reference Verification Form

Broward County Solicitation No. and Title: OPN2115594B1, Mailing Services
 Reference for: (Name of Firm) Arrowmail Presort Company, Inc.
 Organization/Firm Name providing reference: Broward County (BOCC)
 Contact Name/Title: Christopher Candido, Mailroom Supervisor
 Contact E-mail: ccandido@broward.org
 Contact Phone: 954-357-6060
 Name of Referenced Project: Mail Fulfillment Services
 Contract No. K1229009X1
 Contract Amount: \$136,618
 Date Services Provided: 2/2018 to present

(list date range or date services began until "current")

Vendor's role in Project: Prime Vendor Sub-consultant/Sub-contractor
 Would you use this vendor again? Yes No If No, please specify in Additional Comments (below).

Description of services provided by Vendor:
Mail fulfillment services.

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)
Arrowmail was instrumental in sending out the ACA forms within a short deadline. They are very courteous & professional.

References Checked By
 Name: Guerly Georges-Moreau Title: Information Systems Manager
 Division/Department: ETS/FASD Date of Verification: April 12, 2018



Vendor Reference Verification Form

Broward County Solicitation No. and Title: OPN2115594B1, Mailing Services
 Reference for: (Name of Firm) Arrowmail Presort Company, Inc.
 Organization/Firm Name providing reference: City of Fort Lauderdale Mailing Services
 Contact Name/Title: Rick Keiser / Publisher Supervisor
 Contact E-mail: RKeiser@fortlauderdale.gov
 Contact Phone: 954-828-6665
 Name of Referenced Project: City of Fort Lauderdale
 Contract No. 1712-018
 Contract Amount: \$20,000
 Date Services Provided: 1/2013-Current

(list date range or date services began until "current")

Vendor's role in Project: Prime Vendor Sub-consultant/Sub-contractor
 Would you use this vendor again? Yes No If No, please specify in Additional Comments (below).

Description of services provided by Vendor:
Pick up daily pre-sorted mail, individual mailing for inkjet & addresses for letters, flats, and postcards.

Please rate your experience with the referenced Vendor:	Needs Improvement	Satisfactory	Excellent	Not Applicable
1. Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Comments: (provide on additional sheet if needed)
Good vendor. Patrick R. Riboul, Director of Marketing & Sales at Arrowmail is great, easy to work with, and professional.

References Checked By
 Name: Guerly Georges-Moreau Title: Information Systems Manager
 Division/Department: ETS/FASD Date of Verification: April 12, 2018