



Cover Memorandum/Staff Report

File #: 25-398

Agenda Date: 4/22/2025

Item #: 6.K.5.

TO: Mayor and Commissioners
FROM: Duane D'Andrea, Human Resources Director
THROUGH: Terrence R. Moore, ICMA-CM
DATE: April 22, 2025

APPROVAL OF RESOLUTION NO. 61-25 TO AWARD AN AGREEMENT WITH EMBARK SAFETY, LLC FOR WEB-BASED INDIVIDUAL DRIVER RECORD CHECK SERVICES UTILIZING THE ORANGE COUNTY, FLORIDA AGREEMENT ENTERED INTO PURSUANT TO INVITATION TO BID Y24-105 IN THE AMOUNT OF \$19,834.30 ANNUALLY.

Recommended Action:

Motion to approve Resolution No. 61-25 to award an agreement Embark Safety LLC for web-based individual driver record check services utilizing the Orange County Florida agreement ITB Y24-105 in the estimated amount of \$19,834.30

Background:

The Human Resources Department and all City Departments that have employees who drive City vehicles or receive a car allowance have a need for a service that provides real- time updates on drivers licenses. This service will ensure that each Department Director will be notified of any license suspensions, revocations and moving violations.

On January 1, 2024. Orange County, Florida awarded a contract with Embark Safety LLC for continuous motor vehicle registration monitoring and driver license monitoring. The agreement term is 5 years upon execution until Dec. 31, 2026, with two 1-year renewal options
The estimated agreement value is as follows:

Estimated Agreement Value		
Initial Term	Upon execution - December	\$ 19,835
Renewal Year 1	January 1, 2027 - December	\$ 19,835
Renewal Year 2	January 1, 2028 - December	\$ 19,835
TOTAL		\$ 59,505

Either party, at its sole discretion, reserves the right to terminate the agreement with or without cause immediately upon providing written notice. Upon receipt of such notice, the contractor shall not incur any additional costs under the agreement. The City shall be liable only for reasonable costs incurred by contractor prior to the date of the notice of termination. The City shall be the sole judge of "reasonable costs."

This motion is in accordance with Code of Ordinances, Section 36; and Purchasing Policies and

Procedures, Section 25.

Attachments:

1. Resolution No. 61-25 Approving Piggyback Agreement with Embark Safety
2. Exhibit A to Resolution No. 61-25 - Embark Safety - Orange County Piggyback
3. Legal Review Checklist
4. Orange County, Florida contract Y24-105

City Attorney Review:

Approved as to form and legal sufficiency.

Funding Source/Financial Impact:

Funding is available in the 34.90 G/L account in these departments:

Department	Annual Allocation
City Clerk	\$24.10
City Manager Office	\$96.40
Communication	\$24.10
Development Services	\$867.60
Finance	\$24.10
Fire Department	\$4,795.90
Human Resources	\$72.30
IT	\$24.10
NCS	\$1,012.20
Parks & Recreation	\$3,590.90
Police Department	\$4,675.40
Public Works	\$1,711.10
Utilities	\$2,795.60
City Attorney	\$120.50