



400 South Federal Hwy  
Hallandale Beach, FL 33009

## City of Hallandale Beach City Commission Agenda Cover Memo

<b>Meeting Date:</b>	October 4, 2017		<b>Item Type:</b>	<b>Resolution</b> X	<b>Ordinance</b>	<b>Other</b>	
<b>Fiscal Impact:</b>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b>	<b>1st Reading</b>		<b>2nd Reading</b>	
	X		<b>Public Hearing:</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
<b>Funding Source:</b>	Various accounts allocated to various Departments		<b>Advertising Requirement:</b>	<b>Yes</b>		<b>No</b>	
<b>Account Balance:</b>	\$51,100 (various accounts)		<b>Quasi Judicial:</b>	<b>Yes</b>		<b>No</b>	
<b>Project Number :</b>	N/A		<b>RFP/RFQ/Bid Number:</b>	National Joint Powers Alliance (NJPA) Contract Number 091214 - WWG Facilities Maintenance, Repair and Operating Supplies – <b>W.W. Grainger, Inc.</b>			
<b>Contract/P.O. Required:</b>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b> <i>(Enter X in box)</i>				
	X		<b>Safety</b> <input type="checkbox"/> <b>Quality</b> <input checked="" type="checkbox"/> <b>Vibrant Appeal</b> <input type="checkbox"/>				
<b>Sponsor Name:</b>	Roger M. Carlton, City Manager		<b>Department:</b> <b>Procurement</b>	Andrea Lues, Director of Procurement			

### Short Title:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING THE CITY MANAGER TO EFFECTUATE THE NECESSARY PURCHASE OF BUILDING AND EQUIPMENT MAINTENANCE AND REPAIR SUPPLIES UTILIZING NATIONAL JOINT POWERS ALLIANCE CONTRACT #091214-WWG IN AN AMOUNT NOT TO EXCEED SEVENTY SIX THOUSAND SIX HUNDRED DOLLARS (\$76,600) AS BUDGETED FOR IN FISCAL YEAR 2017-2018; AND PROVIDING FOR AN EFFECTIVE DATE.

### Staff Summary:

**Background:**

Each fiscal year, the Procurement Department facilitates the purchase of specific commodities that the City procures annually through cooperative purchasing. As a member of the National Joint Powers Alliance (NJPA), the City is able to participate in and utilize competitively solicited contracts to obtain the best goods/services and pricing available in the market.

The City utilizes the NJPA Contract Number 091214-WWG with W.W. Grainger, Inc., to purchase building and equipment maintenance, repair and operating supplies.

The City's expenditures with this vendor for the last three (3) years are as follows:

FY 14/15 - \$47,081

FY 15/16 - \$44,858

FY 16/17 - \$24,034 through 8-30-17

The term of this contract is from October 21, 2014 thru October 21, 2018 with a fifth year renewal extending the contract through October 21, 2019.

Authorized City staff receive a log in to utilize the Grainger contracted pricing and make purchases on-line. Some of the purchases made by departments are electrical supplies, mechanical equipment, hand soap, sump pumps, incandescent light bulbs, mats of all kinds and other related items on-line.

**Current Situation:**

For FY 17/18, the following expenditures have been requested for W.W. Grainger, Inc.:

DEPARTMENT	AMOUNT NOT TO EXCEED DURING FY 17/18
Development Services Administrative	\$4,200
Fire Rescue	\$1,500
Human Services	\$300
Parks – Since Grainger has launched their online access, staff can now obtain items that they were driving to obtain at the Home Depot.	\$25,500
Public Works –The requested budget is based on the anticipated expenditure for parts, tools, building material and equipment. Although Grainger is one of the most popular vendors if better pricing is available through other vendors staff will address purchases as appropriate.	\$ 45,100
<b>TOTAL FOR FY 17/18</b>	<b>\$76,600</b>

**Why Action is Necessary:**

Pursuant to Chapter 23, Section 23-8 Exception to Bid Requirements, (6) Bids and Contracts from Other entities, and Section 23-9 Cooperative Purchasing, the City Manager is authorized to procure all supplies, materials, equipment and services from other governmental units, when the best interests of the City would be served subject to the requirement that any purchase in excess of \$50,000 requires City Commission approval. As the requested amount is in excess of City Manager's procurement authority, City Commission approval is necessary.

**Fiscal Impact:**

As per the approved FY 17/18 budget, by department, expenditures are not to exceed \$76,600 with W.W. Grainger, Inc. utilizing NJPA Contract Number 091214-WWG.

Please note, any other facility maintenance, repair and operating supplies purchases may be procured outside of the use of this contract in cases where specialized services are required. All purchases outside of this request will be processed under the City's Procurement Code and procedures. Any expenditures over \$50,000 with another vendor not listed on this contract, will be brought before the City Commission for approval.

**Proposed Action:**

Staff recommends approval of the attached Resolution authorizing the City Manager to execute all related documents to effectuate the purchases for FY 17/18 with W.W. Grainger, Inc. NJPA Contract Number 091214-WWG.

**Attachment(s):**

Exhibit 1 – Resolution  
Exhibit 2 – NJPA Contract

Prepared by:



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Carolyn Allen-Smith, Procurement Specialist

Department Head Review:



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Andrea Lues, Procurement Director