

**CITY OF HALLANDALE BEACH****Jennifer Merino****City Attorney****400 S. Federal Highway****Hallandale Beach, Florida 33009****(954)457-1325 Phone****(954)457-1660 Fax****INTERNAL SERVICE REQUEST****Requestor's Name:** Andrea Lues**Date:** October 4, 2017
**Please**    ☒ **Prepare**    ☐ **Review for Legal Sufficiency**    ☐ **Provide**    ☐ **Order**    ☐ **Other**

- ☐ Special Magistrate Hearing  
☒ Commission Agenda  
☐ Civil Service Board  
☐ Planning & Zoning Board  
☐ Nuisance Abatement

- ☒ Resolution  
☐ Ordinance  
☐ Legal Opinion  
☐ Memo  
☐ Letter  
☐ Public Records Request  
☐ Budget Request

☐ **Type of Contract (Agr.) – [check one item]**

 Consultant/Professional Services ☐

 Independent Contractor ☐

 Contractor ☐

 Bid/RFP Award ☐

 Emergency Purchase ☐

 Goods/Services ☐
**What is the contract amount? \$99,935**

Request

Indicate delivery date requested

**Has this request been reviewed by the CM's Office?** ☐ Yes ☒ No

Regular \_\_\_\_

Priority (1 day)\_\_\_\_

Rush (2-4 Hours)\_\_\_\_

Specific date \_\_\_\_\_

**Date of Commission Meeting – 10/4/2017**
**Describe any and all relevant background information/ Task/Request/Problem/Agenda Title**

Draft resolution for Agenda # 17-491 for purchases with National Institute of Governmental Purchase (NIGP) Southeast Florida Governmental Purchasing Co-operative Group (SEFL) Contract RFP 13-23R/618-000-11-1 Office Depot.

## \*\*\*\*\*ADMINISTRATIVE USE ONLY\*\*\*\*\*

Date Logged: \_\_\_\_/\_\_\_\_/\_\_\_\_ Log Number: \_\_\_\_\_ Initials: \_\_\_\_\_

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Time:\_\_\_\_ am/pm) Initials: \_\_\_\_\_

Date Completed: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Time:\_\_\_\_ am/pm) Initials: \_\_\_\_\_