



## City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:		File No.:		Item Type:		1 <sup>st</sup> Reading		2 <sup>nd</sup> Reading	
<b>9/29/2025</b>		<b>25-358</b>		<input checked="" type="checkbox"/> <b>Resolution</b> <input type="checkbox"/> <b>Ordinance</b> <input type="checkbox"/> <b>Other</b>		Ordinance Reading		<b>N/A</b>	<b>N/A</b>
						Public Hearing		<input type="checkbox"/>	<input type="checkbox"/>
						Advertising Required		<input type="checkbox"/>	<input type="checkbox"/>
						Quasi-Judicial:		<input type="checkbox"/>	<input type="checkbox"/>
Fiscal Impact (\$):		Account Balance (\$):				Funding Source:		Project Number:	
<b>\$83,400</b>		<b>Various Accounts</b>				<b>Various Accounts</b>		<b>N/A</b>	
Contract Required:		P.O. Required:		RFP/RFQ/Bid Number:		Sponsor Name:		Department:	
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Southeast Florida Governmental Purchasing Co-Operative Group (SEFL), Contract #19-12R – Office Supplies, Products and Related Services</b>  <b>ODP Business Solutions LLC</b>		<b>Andrea Lues, Procurement Director</b>		<b>Procurement</b>	
Strategic Plan Focus Areas:									
<input checked="" type="checkbox"/> <b>Fiscal Stability</b>		<input type="checkbox"/> <b>Resident Services</b>		<input type="checkbox"/> <b>Public Safety</b>		<input type="checkbox"/> <b>Infrastructure &amp; Mobility</b>		<input type="checkbox"/> <b>Economic Development &amp; Affordable Housing</b>	
Implementation Timeline:									
Estimated Start Date: 10/1/2025						Estimated End Date: 9/30/2026			

## **SHORT TITLE:**

**A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING UTILIZATION OF THE NIGP SEFL STATE OF FLORIDA DEPARTMENT MANAGEMENT SERVICES CONTRACT RFP 19-12R FOR FY 2025-26 PURCHASES FROM ODP BUSINESS SOLUTIONS, LLC IN A NOT TO EXCEED AMOUNT OF EIGHTY-THREE THOUSAND, FOUR HUNDRED (\$83,400); AND PROVIDING AN EFFECTIVE DATE.**

## **STAFF SUMMARY:**

### **Summary:**

The Procurement Department is bringing forth this request to City Commission on behalf of all City Departments to make purchases throughout the fiscal year in order to provide all core services as approved by each Departmental budget. The Procurement Department facilitates the purchase of specific commodities that the City procures annually through cooperative purchasing. ODP Business Solutions, LLC through the National Institute of Governmental Purchase (NIGP) Southeast Florida Governmental Purchasing Co-Operative Group (SEFL) allows the City to participate and utilize competitively solicited contracts to obtain the best goods/services and pricing available in the market. The City wishes to purchase various items from ODP Business Solutions, LLC. as described below, through Contract Number 19-12R for \$83,400.00. The expenditures for the purchases through this contract are budgeted by each department. This resolution is being brought to the Commission because the total citywide expenditures as budgeted by each Department exceed the City Manager's threshold of \$50,000 for purchases with one (1) vendor Citywide during one (1) fiscal year.

### **Background:**

The Procurement Department is bringing forth this request to City Commission on behalf of all City Departments to make purchases throughout the fiscal year in order to provide all core services as approved by each Departmental budget. Authorized City staff will receive an electronic log-in account in order to utilize the ODP Business Solutions, LLC contracted pricing and make purchases online. Some of the purchases made by Departments include, but are not limited to, folders, pens, tape, binders, calculators, organizers, labels and other office supplies.

For the past several years, approximately forty-five (45) government entities have participated in Cooperative Purchasing in Southeast Florida. The Southeast Florida Governmental Purchasing Cooperative was formed in an effort to provide cost savings and cost avoidances to all entities by utilizing the buying power of combined requirements for common, basic items.

The initial term of the NIGP SEFL Co-Operative Group contract was from October 14, 2019 through October 13, 2023. On June 27, 2023, the first renewal period was exercised and provided a new expiration date of October 13, 2027.

### **Current Situation:**

This Agenda Item is taken to the City Commission in conjunction with four other items, see vendors in chart below. For FY 2025-2026, two vendors reflect an increase in their requested amount, while three vendors reflect a decrease. These requests do not encumber funds but are

the City Commission's approval to send up to the requested amount with the specific vendor. Overall, between the five vendors, there is a small net decrease between the FY 2024-2025 requested amount and the FY 2025-2026 requested amount, please see chart below.

Vendor Name	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026
Amazon	\$191,275.00	\$237,350.00	\$288,750.00	\$265,550.00
Grainger	\$105,300.00	\$105,500.00	\$92,900.00	\$104,500.00
HD Supply	\$95,850.00	\$81,250.00	\$67,200.00	\$70,760.00
Home Depot	\$127,500.00	\$137,500.00	\$163,500.00	\$157,500.00
ODP	\$125,130.00	\$135,280.00	\$84,130.00	\$83,400.00
<b>NET</b>	<b>\$645,055.00</b>	<b>\$696,880.00</b>	<b>\$696,480.00</b>	<b>\$681,710.00</b>

For FY 2025-2026 the following expenditures have been requested by Departments and are budgeted in each department budget for purchases through ODP Business Solutions, LLC, Contract #19-12R.

DEPARTMENT	AMOUNT NOT TO EXCEED DURING FY 2025-2026
Budget and Program Monitoring	\$2,500.00
City Attorney	\$2,500.00
City Clerk	\$0.00
City Commission	\$1,000.00
City Manager	\$3,000.00
Finance	\$5,500.00
Human Resources/Risk Manager	\$540.00
Human Services (Special Events, ASP Project & Senior Mini Grant)	\$9,000.00
Innovation Technology	\$5,000.00
Parks, Recreation and Open Spaces (Various Divisions/Programs)	\$10,000.00
Police (Various Divisions/Programs)	\$16,000.00
Procurement	\$2,000.00
Public Works	\$8,360.00
Sustainable Development	\$14,000.00
Transportation and Mobility	\$2,000.00
Contingency for unanticipated purchases	\$2,000.00
<b>TOTAL FOR FY 2025-2026</b>	<b>\$83,400.00</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.

#### **Cost Benefit:**

The cost benefit and goal of public procurement is to award timely and cost-effective contracts to qualified contractors, suppliers and service providers for the provision of goods, works and services to support national and local government, and public services operations, in accordance with principles and procedures established in the public rules.

**PROPOSED ACTION:**

The City Commission considers the attached Resolution

**ATTACHMENT(S):**

Exhibit 1 – Resolution

Exhibit 2 – NIGP SEFL Coop Contract Number 19-12R, Amendment 1 & Amendment 2

Reviewed By: Andrea Lues  
Andrea Lues  
Procurement Director

Reviewed By: Noemy Sandoval  
Noemy Sandoval  
Assistant City Manager