



City of Hallandale Beach City Commission Agenda Cover Memo

Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

Meeting Date:	Item Type:		1 st Reading	2 nd Reading
10/14/2020	<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Other	Ordinance Reading	Click or tap to enter a date.	Click or tap to enter a date.
		Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
		Advertising Required	<input type="checkbox"/>	<input type="checkbox"/>
		Quasi Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
File No.:				
20-309				
Fiscal Impact (\$):	Account Balance (\$):	Funding Source:	Project Number :	
\$96,967	Various accounts allocated by Department	Various accounts allocated as approved and adopted through the FY2020-2021 annual budget		
Contract/P.O. Required	RFP/RFQ/Bid Number:	Sponsor Name:	Department:	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Florida Department of Management Services - State of Florida /National Association of State Procurement Official – NP-18-001 Contract Copiers & Managed Print Services Toshiba America Business Solutions, Inc.	Andrea Lues, Procurement Director	Procurement	
Strategic Plan Focus Areas:				
<input type="checkbox"/> Financial	<input checked="" type="checkbox"/> Organizational Capacity	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Development, Redevelopment and Economic Development	
Implementation Timeline				
Estimated Start Date: 10/1/2020 Estimated End Date: 9/30/2021				

SHORT TITLE:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING THE UTILIZATION OF STATE OF FLORIDA/NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIAL – NP-18-001 CONTRACT WITH TOSHIBA BUSINESS SOLUTIONS

FOR THE LEASE OF COPIERS AND THE PURCHASE OF SUPPLIES, AND MAINTENANCE SERVICES FOR ALL COPIERS, AND PAPER CUT SOFTWARE FOR AN AMOUNT NOT TO EXCEED NINETY-SIX THOUSAND NINE HUNDRED SIXTY-SEVEN (\$96,967.00) DOLLARS; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL RELATED DOCUMENTS TO EFFECTUATE THE PURCHASE; AND PROVIDING AN EFFECTIVE DATE.

STAFF SUMMARY:

Summary:

The Procurement Department facilitates the purchase of specific commodities that the City procures annually through cooperative purchasing. The primary role of public procurement is to obtain quality goods and services to support effective and efficient government ensuring the prudent use of public funds. The City is able 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 through Florida Department of Management Services State of Florida and National Association of State Procurement Official State of Florida/National know as (NASPO Value Point) awarded to Toshiba America Business Solutions as described below.

Background:

For FY2020-2021 the City of Hallandale Beach will utilize the Florida Department of Management Services - State of Florida /National Association of State Procurement Official – NP-18-001 Contract Copiers & Managed Print Services with Toshiba America Business Solutions, Inc., for:

- a. Lease of multifunction devices (copiers);
- b. Purchase of supplies and maintenance services for all printing devices (copiers and printers); and,
- c. Papercut software maintenance.

The City has been utilizing the Toshiba Agreement since 1990 with superb customer service and no issues with the equipment.

Current Situation:

The City, through the Florida Department of Management Services - State of Florida /National Association of State Procurement Official – NP-18-001 Contract Copiers & Managed Print Service, will use the Toshiba America Business Solutions, Inc., Contract for lease of multifunction devices, printers, and printing software. All costs include maintenance.

The Innovation Technology Department will provide the necessary reports and Procurement Department will be tasked with the program’s budget.

Each Department for FY 2020-2021 Toshiba America Business Solutions, Inc., is as follows:

DEPARTMENT	AMOUNT NOT TO EXCEED DURING FY2020-2021
City Attorney	\$ 2,820
Human Services Department	\$ 2,964

Innovation Technology	\$19,707
Parks & Recreation Cultural Center	\$ 10,152
Police Municipal Complex (1 st and 2 nd floors)	\$11,846
Police Athletic League (PAL)	\$ 1,763
City Hall Municipal Complex - 1 st Floor: Finance, Development Services - Building Area Copier Room , Human Resources Area; 2 nd Floor: City Manager Office and Copier\Mail Machine Room	\$30,995
Public Works	\$16,720
TOTAL FOR FY 2020-2021	\$96,967

Copier leases and printers include all parts, labor, service calls and toner supplies. The leases do not include paper and staples. Each Department was advised if needed to provide funding for staples. Only Department of Public Works included funding for staples within the expenditures provided above.

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:

Public procurement professionals add value to every government program by: • Providing efficient delivery of products and services; • Obtaining best value through competition; • Offering fair and equitable competitive contracting opportunities for suppliers; and • Maintaining public confidence through ethical and transparent procurement practices.

ATTACHMENT(S):

- Exhibit 1 – Proposed Resolution
- Exhibit 2 – Florida Department of Management Services - State of Florida /National Association of State Procurement Official – NP-18-001 Contract