



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>	
						X	
<b>Account Balance:</b>	\$122,650 (various accounts)		<b>Quasi-Judicial:</b>	<b>Yes</b>		<b>No</b>	
						X	
<b>Project Number :</b>	N/A		<b>RFP/RFQ/Bid Number:</b>	U.S. Communities Contract # SERIAL 16154 RFP – The Home Depot U.S.A., Inc.			
<b>Contract/P.O. Required:</b>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b>				
	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 UTILIZATION OF THE U.S. COMMUNITIES CONTRACT #16154-RFP WITH HOME DEPOT FOR BUILDING, MAINTENANCE AND REPAIR SUPPLIES FOR AN AMOUNT NOT TO EXCEED ONE HUNDRED TWENTY TWO THOUSAND SIX HUNDRED FIFTY (\$122,650) DOLLARS; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL RELATED DOCUMENTS TO EFFECTUATE THE PURCHASE AS PROVIDED FOR IN FISCAL YEAR 2017-2018 BUDGET; AND PROVIDING 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 U.S. Communities Government Purchasing Alliance, 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 U.S. Communities Contract # Serial 16154-RFP with The Home Depot U.S.A., Inc. for maintenance, repair, operating supplies, industrial supplies, and related products and services.

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

FY 14/15 - \$79,072

FY 15/16 - \$77,402

FY 16/17 - \$64,452 through 8-30-17

The term of the contract is from February 1, 2017 thru December 31, 2021. Some of the purchases made by City departments are paint, hardware, toolboxes, small plumbing materials, wood, electrical supplies, and other related items at the following Home Depot locations:

- 1951 South State Road 7, West Park, FL 33023
- 3401 Oakwood Blvd, Hollywood, FL 33020.

The City receives a yearly rebate payout for the participation in the Home Depot's incentive program. The rebate is 0.02 of net qualifying sales. The City's rebate check is received by the Finance Department and deposited in the General Fund Account. The Procurement Department receives a copy of the check from the Finance Department.

Authorized City staff receive a Home Depot buyer identification card, which must be presented at the store at time of purchase to obtain the contract pricing. Based on Citywide expenditures of \$73,051, the City received through 8/31/17, a rebate in the amount of \$1,461 which goes to the General Fund.

### **Current Situation:**

For FY 17/18, the following expenditures have been requested for The Home Depot U.S.A, Inc.:

DEPARTMENT	AMOUNT NOT TO EXCEED DURING FY 17/18
Fire/Rescue	\$5,400
Hallandale Beach Community Redevelopment Agency (HBCRA)	\$500

Human Services	\$1,000
Parks	\$34,000
Police	\$3,200
Public Works - The requested budget is based on the anticipated expenditure for parts, tools, building material and equipment. Although The Home Depot is one of the most popular vendors, if better pricing is available through other vendors staff will address purchases as appropriate.	\$73,550
Capital Improvements	\$5,000
<b>TOTAL FOR FY 17-18</b>	<b>\$122,650</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 expenses are above City Manager purchasing authority, City Commission approval is necessary.

**Fiscal Impact:**

As per the approved FY 17/18 budget, by department, expenditures are not to exceed \$122,650 for The Home Depot U.S.A. Inc. utilizing U.S. Communities Contract # Serial 16154-RFP.

Please note, any other maintenance, repair, operating supplies, industrial supplies, and related products and service purchases may be procured outside of the use of this contract in cases where specialized purchases are required. All purchases required outside of this contract 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 City Manager to execute all related documents to effectuate the purchases for the FY 17/18 with Home Depot U.S.A. Inc. U.S. Communities Contract # Serial 16154-RFP.

**Attachment(s):**

Exhibit 1 – Resolution  
Exhibit 2 – U.S. Communities Contract

Prepared by:



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Carolyn Allen-Smith, Procurement Specialist

Department Head Review:



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Andrea Lues, Procurement Director