



**Hallandale Beach**  
PROGRESS. INNOVATION. OPPORTUNITY.

## City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	Item Type:		1 <sup>st</sup> Reading	2 <sup>nd</sup> Reading
<b>10/14/2020</b>	<input checked="" type="checkbox"/> <b>Resolution</b> <input type="checkbox"/> <b>Ordinance</b> <input type="checkbox"/> <b>Other</b>	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.:				
<b>20-308</b>				
Fiscal Impact (\$):	Account Balance (\$):	Funding Source:	Project Number :	
<b>\$228,550</b>	<b>Various accounts allocated to various Departments</b>	<b>Various accounts allocated as approved and adopted through the FY 2020-2021 annual budget</b>		
Contract/P.O. Required	RFP/RFQ/Bid Number:	Sponsor Name:	Department:	
<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>National Institute of Governmental Purchase (NIGP) Southeast Florida Governmental Purchasing Co-operative Group (SEFL) Bid Contract #19-D-112F</b>  <b>Temporary Employment Services</b>	<b>Andrea Lues, Procurement Director</b>	<b>Procurement</b>	
Strategic Plan Focus Areas:				
<input type="checkbox"/> <b>Financial</b>	<input checked="" type="checkbox"/> <b>Organizational Capacity</b>	<input type="checkbox"/> <b>Infrastructure</b>	<input type="checkbox"/> <b>Development, Redevelopment and Economic Development</b>	
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 THE NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING (NIGP) SOUTHEAST FLORIDA GOVERNMENTAL PURCHASING CO-OPERATIVE GROUP (SEFL) CONTRACT #19-D-112F FOR THE TEMPORARY STAFFING SERVICES IN AN AMOUNT NOT TO EXCEED TWO HUNDRED TWENTY-EIGHT THOUSAND FIVE HUNDRED FIFTY (\$228,550.00) DOLLARS; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL RELATED DOCUMENTS TO EFFECTUATE THE PURCHASE; AND PROVIDING AN EFFECTIVE DATE.**

## **STAFF SUMMARY:**

### **Summary:**

Each fiscal year, the Procurement Department facilitates the purchase of specific commodities that the City procures annually through cooperative purchasing. As an active member of the National Institute of Governmental Purchase (NIGP) Southeast Florida Governmental Purchasing Co-operative Group (SEFL), the City is able to participate and utilize competitively solicited contracts to obtain the best goods/services and pricing available in the market.

### **Background:**

The City utilizes the NIGP Coop SEFL Bid Contract #19-D-112F awarded to multiple vendors for the procure Temporary Employment Services.

The existing term of the contract is from January 15, 2020 through January 14, 2022 with additional renewal options. The lead governmental agency entity for this services is City of Coral Springs.

The awarded vendors on this contract are:

### **Administrative Positions- Firms awarded:**

1. Athena Consulting LLC.,
2. 4 Best Business Corp.,
3. 22<sup>nd</sup> Century Technologies, Inc.,
4. COCCHHBHA Enterprises Inc. dba CEI Staffing

### **Industrial Positions – Firms awarded:**

1. 22<sup>nd</sup> Century Technologies, Inc.,
2. COCCHHBHA Enterprises Inc. dba CEI Staffing,
3. SOFTHQ Inc.,
4. Redcon Solutions Group LLC

**Current Situation:**

For FY 2020-2021, the following expenditures have been requested by each Department for Temporary Employment Services:

<b>DEPARTMENT</b>	<b>AMOUNT NOT TO EXCEED DURING FY 2020-2021</b>
City Clerk	\$ 15,000
Development Services\Building Department	\$35,000
Finance/Utility Billing	\$ 17,550
Grants	\$ 30,000
Human Resources/Risk Management	\$ 6,000
Public Works	\$125,000
<b>TOTAL FOR FY 2020-2021</b>	<b>\$228,550</b>

There are various temporary positions available through the Contract. Some of the trades available within the agreements are as follows:

**Administrative Position:**

Accountant, Accounting Assistant, Associates Planner, Cashier, Code Compliance Officer, Data Entry Operator, Executive Assistant, Human Services Coordinator, Information Support Specialist, Office Assisant, Permit Services Representative and others.

**Industrial Positions**

Cusodian, Electrician, Equipemnt Operator, Water Plant Operator, Facilities Technician, Maintenance Worker, Mechanic, Refuse Collector to name a few.

Each Department is responsible for contracting the specific trades as needed and to process any personnel requests through Human Resources Department for the use of this Coop Contract.

**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 City utilizes Temporary Employment Services in lieu of full-time staff and part-time personnel on a regular basis. Hourly rates are low and staff time is saved processing applications and hiring personnel for temporary assignments. The contract also affords the departments the opportunity to obtain personnel with only a 24-hour notice. In addition, at least 15 current or past City personnel started out as Temporary Staff and were able to obtain full time positions with the City based on their work performance as temporary employees.

**PROPOSED ACTION:**

Staff recommends approval of the attached Resolution authorizing the City Manager to execute all related documents to effectuate the purchase for FY 2020-2021 with NIGP SEFL Coop Bid Contract #19-D-112F with the following firms Athena Consulting LLC., 4 Best Business Corp., 22<sup>nd</sup> Century Technologies, Inc., COCCHHBHA Enterprises Inc. dba CEI Staffing; 22<sup>nd</sup> Century Technologies, Inc., SOFTHQ Inc., and Redcon Solutions Group LLC

**ATTACHMENT(S):**

Exhibit 1 – Proposed Resolution

Exhibit 2 – NIGP SEFL Coop Bid Contract #19-D-112F – Temporary Employment Services