



400 South Federal Hwy
Hallandale Beach, FL 33009

City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	October 4 2017		Item Type:	Resolution X	Ordinance	Other	
Fiscal Impact:	Yes	No	Ordinance Reading:	1st Reading		2nd Reading	
	X		Public Hearing:	Yes	No	Yes	No
Funding Source:	Various accounts allocated to various Departments		Advertising Requirement:	Yes		No	
Account Balance:	\$105,456 (various accounts)		Quasi Judicial:	Yes		No	
Project Number :	N/A		RFP/RFQ/Bid Number:	Florida Department of Management Services - State of Florida Contract # 600-000-11-1 Multifunction Products, Printers, Facsimile Equipment, Scanners, Related Software, Supplies and Services - Copier Lease and other related services with Toshiba America Business Solutions, Inc.			
Contract/P.O. Required:	Yes	No	Strategic Plan Priority Area: <i>(Enter X in box)</i>				
	X		Safety <input type="checkbox"/> Quality <input checked="" type="checkbox"/> Vibrant Appeal <input type="checkbox"/>				
Sponsor Name:	Roger M. Carlton, City Manager		Department: Procurement	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 STATE OF FLORIDA CONTRACT #600-000-11-1 WITH TOSHIBA BUSINESS SOLUTIONS FOR THE LEASE OF COPIERS AND THE PURCHASE OF SUPPLIES, AND MAINTENANCE SERVICES FOR ALL COPIERS FOR AN AMOUNT NOT TO EXCEED ONE HUNDRED FIVE THOUSAND FOUR HUNDRED FIFTY SIX (\$105,456.00) 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. The City is able to participate in and utilize competitively solicited contracts to obtain the best goods/services and pricing available in the market.

For FY 17/18 the City of Hallandale Beach will be participating in the Florida Department of Management Services, State of Florida Contract # 600-000-11-1 with Toshiba America Business Solutions, Inc., for lease of multifunction devices (copiers) and purchase of supplies and maintenance services for all multifunction devices and printers.

The term of the contract renewal is from August 4, 2017 through August 3, 2018, Amendment No. 5.

The City has been utilizing the Toshiba Agreement since 1990 with superb customer service and equipment.

Current Situation:

The City, through the State of Florida Contract # 600-000-11-1, will use the Toshiba America Business Solutions, Inc., Contract for lease of multifunction devices and related services.

Each Department utilizes the services through the Procurement Department. The Procurement Department manages the contract. See attached Exhibit 3 Lease Multifunction Device Inventory for the City.

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

1. FY 14/15 - \$59,410
2. FY 15/16 - \$89,261
3. FY 16/17 - \$101,367 through 8-30-17 *

*Invoices to be paid through 9-30-2017 will make the expenditures over \$107,000 for FY 16-17.

For FY 17/18, the following expenditures for the use of lease of copiers and related services for Toshiba America Business Solutions, Inc., as follows:

DEPARTMENT	AMOUNT NOT TO EXCEED DURING FY 17/18
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Procurement (City Hall 1 st and 2 nd floors)	\$49,294
Fire	\$5,003
Human Services	\$3,590
Innovation Technology (Citywide printer maintenance only)	\$20,604
Parks	\$1,392
Police	\$12,317
Public Works	\$13,256
TOTAL	\$105,456

Leases includes all parts, labor, services calls and toner supplies for each multifunction device. Lease does not include multifunction paper and staples.

Why Action is Necessary:

Pursuant to Chapter 23, Section 23-9. - Cooperative Purchasing, and Section 23-8 (6) Bids and Contracts from other entities, the City Manager may procure, without following formal contract procedure, all supplies, materials, equipment and services and the City Manager is authorized to use competitive bids and formal contracts from other entities, when the best interest of the City would be served.

Fiscal Impact:

As per the approved FY 17/18 budget, by department, expenditures are not to exceed \$105,456 with Toshiba America Business Solutions. Inc., utilizing the State of Florida Contract # 600-000-11-1.

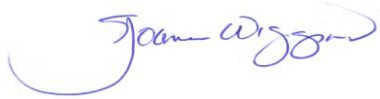
Proposed Action:

Staff recommends approval of the attached Resolution authorizing the City Manager to execute all related documents to effectuate the lease of copiers and purchases of supplies, and maintenance services for all multifunction devices and related services for the FY 17/18 with Toshiba America Business Solutions, Inc., in accordance with City's policies and procedures.

Attachment(s):

- Exhibit 1 – Resolution
- Exhibit 2 – State Contract # 600-000-11-1 - Amendment No. 5
- Exhibit 3 – Lease Multifunction Inventory

Prepared by:



Joann Wiggins, Procurement Specialist

Department Head Review:



Andrea Lues, Procurement Director