



400 South Federal Hwy
Hallandale Beach, FL 33009

City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	November 8, 2017		Item Type: (Enter X in box)	Resolution X	Ordinance	Other	
Fiscal Impact: (Enter X in box)	Yes	No	Ordinance Reading: (Enter X in box)	1st Reading		2nd Reading	
		X	Public Hearing: (Enter X in box)	Yes	No	Yes	No
Funding Source:	1610-534010-\$41,500 7220-534010- \$10,000 7231-534010-\$750 3420-547000-\$16,500 3390w-547000-\$25,000		Advertising Requirement: (Enter X in box)	Yes		No	
						X	
Account Balance:	\$93,750.00		Quasi Judicial: (Enter X in box)	Yes		No	
						X	
Project Number :	N/A		RFP/RFQ/Bid Number:	RFP #2015-2016-17, Design,Print,Mailand E-mail Citywide Newsletter			
Contract/P.O. Required: (Enter X in box)	Yes	No	Strategic Plan Priority Area: (Enter X in box) Safety <input type="checkbox"/> Quality <input checked="" type="checkbox"/> Vibrant Appeal <input type="checkbox"/>				
		X					
Sponsor Name:	The City Commission		Department: Innovation Technology	Greg Chavarria, ASM/CIO for Innovation Technology			

Short Title:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING RENEWALS OF THE CONTRACT FOR RFP # FY 2015-2016-017, DESIGN, PRINT, MAIL AND E-MAIL THE CITYWIDE HALLANDALE HAPPENINGS NEWSLETTER WITH DESIGN MOVES, LLC; AUTHORIZING THE CITY MANAGER EXECUTE ANY NECESSARY AGREEMENTS EFFECTUATE THE RENEWALS; AND PROVIDING AN EFFECTIVE DATE.

Staff Summary:

Background:

On April 29, 2016, the City released the Request for Proposal (RFP) #FY2015-2016-017 for the Design, Print, Mail and E-mail the Citywide Hallandale Happenings Newsletters; and

in response to the solicitation, four (4) proposals were submitted and the Commission authorized award of the contract to Design Moves, LLC. pursuant to Resolution No. 2016-144.

Why Action is Necessary:

Staff has released Request for Proposal (RFP) #FY2015-2016-17, Design, Print, Mail and Email Citywide Newsletter, evaluated responses to said RFP and is recommending award.

Pursuant to Chapter 23, Section 23-5, Award of Contract, of the City of Hallandale Beach Code of Ordinances, the City Manager shall have the authority to recommend to the City Commission award of contracts.

Fiscal Impact:

The City Administration has been pleased with the services of Design Moves, LLC. and has budgeted ninety-three thousand seven hundred and fifty (\$93,750) dollars for FY 2017-2018, the second year in an initial contract term of three years, with an optional two year renewal; and

Proposed Action:

City Manager and City Attorney Authorization the Mayor and City Commission hereby authorize the City Manager to utilize the Design Moves, LLC. agreement for Design, Print, Mail and E-mail Citywide Hallandale Happenings Newsletters for expenditures within the budgeted amounts for the two years remaining in the original term. City Manager is further authorized to renew the contract for the optional two year term at the discretion of the City Manager. The City Manager is authorized to execute all related documents to effectuate this authorization.

Attachment(s):

Exhibit 1 – Resolution
Exhibit 2 – Design Moves Agreement



Prepared by: Maylin Aleman, Senior Administrative Assistant



Reviewed by: Greg Chavarria, Assistant City Manager/ CIO for Innovation Technology