

CITY OF HALLANDALE BEACH**Jennifer Merino****City Attorney****400 S. Federal Highway****Hallandale Beach, Florida 33009****(954)457-1325 Phone****(954)457-1660 Fax****INTERNAL SERVICE REQUEST****Requestor's Name:** Andrea Lues**Date:** October 4, 2017
Please ☒ **Prepare** ☐ **Review for Legal Sufficiency** ☐ **Provide** ☐ **Order** ☐ **Other**

- ☐ Special Magistrate Hearing
☒ Commission Agenda
☐ Civil Service Board
☐ Planning & Zoning Board
☐ Nuisance Abatement

- ☒ Resolution
☐ Ordinance
☐ Legal Opinion
☐ Memo
☐ Letter
☐ Public Records Request
☐ Budget Request

☐ **Type of Contract (Agr.) – [check one item]**

 Consultant/Professional Services ☐

 Independent Contractor ☐

 Contractor ☐

 Bid/RFP Award ☐

 Emergency Purchase ☐

 Goods/Services ☐
What is the contract amount? \$51,100

Request

Indicate delivery date requested

Describe any and all relevant background information/ Task/Request/Problem/Agenda Title

Has this request been reviewed by the CM's Office? ☐ Yes ☒ No

Regular ____

Priority (1 day) ____

Rush (2-4 Hours) ____

Specific date ____

Date of Commission Meeting – 10/4/2017

Draft resolution for Agenda #17- 487 for purchases with National Joint Powers Alliance (NJPA) Contract Number 091214 - WWG (Facilities Maintenance, Repair and Operating Supplies - W.W. Grainger, Inc.)

*****ADMINISTRATIVE USE ONLY*****

Date Logged: ____/____/____ Log Number: ____ Initials: ____

Date Received: ____/____/____ (Time: ____ am/pm) Initials: ____

Date Completed: ____/____/____ (Time: ____ am/pm) Initials: ____