



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	
							X	
Account Balance:	\$155,500 (various accounts)		Quasi Judicial:		Yes		No	
							X	
Project Number :	N/A		RFP/RFQ/Bid Number:		National Institute of Governmental Purchase (NIGP) Southeast Florida Governmental Purchasing Co-operative Group (SEFL) Contract #13-D-140F Temporary Personnel Services			
Contract/P.O. Required:	Yes	No	Strategic Plan Priority Area:					
	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 THE NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING (NIGP) SOUTHEAST FLORIDA GOVERNMENTAL PURCHASING CO-OPERATIVE GROUP (SEFL) CONTRACT #13-D-140F FOR THE TEMPORARY STAFFING SERVICES IN AN AMOUNT NOT TO EXCEED ONE HUNDRED FIFTY FIVE THOUSAND FIVE HUNDRED (\$155,500.00) 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. As a member of the National Institute of Governmental Purchase (NIGP) Southeast Florida Governmental Purchasing Co-operative Group (SEFL), 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 NIGP SEFL Contract #13-D-140F for the purchase of temporary staffing services. The awarded vendors on this contract are:

- Alpha 1 Staffing
- Tampa Service Co., Inc. d/b/a Pacesetter
- Albion Staffing Solutions, Inc.

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

FY 14/15 - \$33,283

FY 15/16 - \$89,297

FY 16/17 - \$ 74,976 (through 8/30/17)

The term of the contract is from October 15, 2013 thru October 14, 2015 with first renewal from October 15, 2015 thru October 14, 2017 with two (2) additional two (2) year renewal options.

The City is an active participant listed with the South East Florida Cooperative Purchasing Group through the lead agency, City of Tamarac. There are various temporary positions available through the contract. Some of the job descriptions within the agreements are: Water Plant Operator, Facilities Technician, Receptionist, Office Assistant, Legal Secretary, Accounting Clerk I, Information Services Technician, and Public Works Inspector.

Current Situation:

For FY 17/18, the following expenditures have been requested for temporary staffing services:

DEPARTMENT	AMOUNT NOT TO EXCEED DURING FY 17/18
Development Services	\$120,000
Finance – increase from FY 16-17 is to provide funding for staff to fill possible position vacancies.	\$10,000
Hallandale Beach Community Redevelopment Agency (HBCRA) – to request temporary staffing when CRA staff is traveling and out of the office to meet certification requirements.	\$2,500
Human Services – to request temporary staffing to utilize as needed for staff on leave, etc.	\$3,000

Public Works – to request temporary staffing to utilize as needed for staff on leave, etc.	\$20,000
TOTAL FOR FY 17/18	\$155,500

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 subject request is in excess of the City Manager's procurement authority, City Commission approval is necessary.

Fiscal Impact:

As per the approved FY 17/18 budget, by department, expenditures are not to exceed \$155,500.00 for Temporary Staffing Services utilizing NIGP SEFL Contract #13-D-140F.

Please note, any additional temporary staffing services may be procured outside of the use of this contract in cases where specialized services are required. All temporary services required outside of this request 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 the City Manager to execute all related documents to effectuate the purchase for FY 17/18 with NIGP SEFL Contract RFP # 13-D-140F with Alpha 1 Staffing, Tampa Service Co., Inc. d/b/a Pacesetter, and Albion Staffing Solutions, Inc.

Attachment(s):

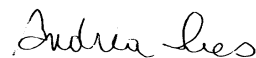
Exhibit 1 – Resolution
Exhibit 2 – NIGP SEFL Contract #13-D-140F

Prepared by:



Carolyn Allen-Smith, Procurement Specialist

Department Head Review:



Andrea Lues, Procurement Director