

## City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:		Item Type:		1 <sup>st</sup> Reading	2 <sup>nd</sup> Reading
<b>9/26/2023</b>  File No.:  <b>23-323</b>		<input checked="" type="checkbox"/> <b>Resolution</b> <input type="checkbox"/> <b>Ordinance</b> <input type="checkbox"/> <b>Other</b>	Ordinance Reading	<b>NA</b>	<b>NA</b>
			Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
			Advertising Required	<input type="checkbox"/>	<input type="checkbox"/>
			Quasi-Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
Fiscal Impact (\$):		Account Balance (\$):	Funding Source:	Project Number:	
<b>\$135,280.00</b>		<b>Various Accounts</b>	<b>Various Accounts</b>	<b>NA</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>Southeast Florida Governmental Purchasing Co-operative Group (SEFL) and OMNIA Partners, LLC., Contract #19-12R – Office Supplies, Products and Related Services</b>  <b>State of Florida Department of Management Services 14111500-21-STC – Bulk Paper: Office, Virgin &amp; Recycled Content</b>  <b>ODP Business Business Solutions LLC</b>	<b>Andrea Lues, Procurement Director</b>	<b>Procurement</b>	
Strategic Plan Focus Areas:					
<input type="checkbox"/> <b>Finance &amp; Budget</b>		<input checked="" type="checkbox"/> <b>Organizational Capacity</b>		<input type="checkbox"/> <b>Infrastructure/Projects</b>	
Implementation Timeline:					

Estimated Start Date: 10/1/2023 Estimated End Date: 9/30/2024

### 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 #RFP 19-12R WITH ODP BUSINESS SOLUTIONS LLC FOR THE PURCHASE OF OFFICE SUPPLIES IN AN AMOUNT NOT TO EXCEED ONE HUNDRED THIRTY FIVE THOUSAND TWO HUNDRED EIGHTY (\$135,280) DOLLARS; AND PROVIDING AN EFFECTIVE DATE.**

### STAFF SUMMARY:

#### Summary:

The Procurement Department facilitates the purchase of specific commodities that the City procures annually through cooperative purchasing. ODP Business Solutions, LLC through the National Institute of Governmental Purchase (NIGP) Southeast Florida Governmental Purchasing Co-operative Group (SEFL) and State of Florida Department Management Services allows the City to participate and utilize competitively solicited contracts to obtain the best goods/services and pricing available in the market. The City wishes to purchase various items from ODP Business Solutions, LLC. As described below, through contract number 19-12R and contract number 14111500-21-STC for \$135,280.00.

#### Background:

Authorized City staff will receive an electronic log-in account in order to utilize the ODP Business Solutions, LLC contracted pricing and make purchases online. Some of the purchases made by Departments include, but are not limited to, folders, pens, tape, binders, calculators, organizers, labels, other office supplies and 8 ½" x 11" paper and legal size.

The initial term of the NIGP SEFL Co-operative Group contract is from October 14, 2019 through October 13, 2023. On June 27, 2023, the first renewal period was exercised and provided a new expiration date of October 13, 2027.

The initial term of the State of Florida Department Management Services contract is from November 4, 2021 through November 3, 2024.

#### Current Situation:

For FY 2023-2024 the following expenditures have been requested by Departments for ODP Business Solutions, LLC, Contract RFP #19-12R and 14111500-21-STC.

DEPARTMENT	AMOUNT NOT TO EXCEED DURING FY 2023-2024
Budget and Program Monitoring	\$2,500.00
City Attorney	\$1,900.00

City Clerk	\$10,000.00
City Commission	\$0.00
City Manager	\$3,400.00
Sustainable Development	\$12,300.00
Finance and Utility	\$5,000.00
Human Resources\Risk Manager	\$2,050.00
Human Services (Special Events, ASP Project & Senior Mini Grant)	\$9,000.00
Innovation Technology	\$0.00
Parks (Various Divisions/Programs)	\$7,000.00
Police (Various Divisions/Programs)	\$16,000.00
Procurement (Includes 8 ½" x 11" Paper for City Hall)	\$50,000.00
Public Works/CIP	\$6,130.00
Contingency for unanticipated purchases	\$10,000.00
<b>TOTAL FOR FY 2023-2024</b>	<b>\$135,280.00</b>

**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 cost benefit and goal of public procurement is to award timely and cost-effective contracts to qualified contractors, suppliers and service providers for the provision of goods, works and services to support national and local government, and public services operations, in accordance with principles and procedures established in the public rules.

The collective buying power of the SEFL and State of Florida Department Management Services delivers superior value and savings for public agencies and allows the City to participate and utilize competitively solicited contracts to obtain the best goods/services and pricing available in the market.

**PROPOSED ACTION:**

Staff recommends approval of the attached Resolution.

**ATTACHMENT(S):**

- Exhibit 1 – Proposed Resolution
- Exhibit 2 – NIGP SEFL Coop Contract Number 19-12R, Amendment 1 & Amendment 2
- Exhibit 3 – State of Florida Contract Number 14111500-21-STC

Prepared By: Andrea Lues  
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Procurement Director

Reviewed By: Noemy Sandoval  
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Assistant City Manager