



**Hallandale Beach**  
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400 South Federal Hwy  
Hallandale Beach, FL 33009

## City of Hallandale Beach City Commission Agenda Cover Memo

<b>Meeting Date:</b>	June 6, 2018		<b>Item Type:</b> <i>(Enter X in box)</i>	<b>Resolution</b>  <b>X</b>	<b>Ordinance</b>	<b>Other</b>	
<b>Fiscal Impact:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> <i>(Enter X in box)</i>	<b>1<sup>st</sup> Reading</b>		<b>2<sup>nd</sup> Reading</b>	
	X			<b>Public Hearing:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Yes</b>
<b>Funding Source:</b>	490-3420-512000 (Regular Salaries and Wages)		<b>Advertising Requirement:</b> <i>(Enter X in box)</i>	<b>Yes</b>		<b>No</b>	
						<b>X</b>	
<b>Account Balance:</b>	\$531,277		<b>Quasi-Judicial:</b> <i>(Enter X in box)</i>	<b>Yes</b>		<b>No</b>	
<b>Project Number :</b>	NA		<b>RFP/RFQ/Bid Number:</b>	<b>NIGP SEFL Contract # 13-D-140F</b>			
<b>Contract/P.O. Required:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b> <i>(Enter X in box)</i>				
	X						
<b>Sponsor Name:</b>	Roger M. Carlton, City Manager		<b>Department:</b> Public Works	Steven F. Parkinson, P.E., PWLF, Assistant City Manager/Public Works Director			

### Short Title:

**A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING AN ADDITIONAL EXPENDITURE IN AN AMOUNT NOT TO EXCEED THIRTY THOUSAND DOLLARS (\$30,000) PURSUANT TO THE NATIONAL INSTITUTE OF GOVERNMENT PURCHASING (NIGP) SOUTHEAST FLORIDA GOVERNMENTAL PURCHASING CO-OPERATIVE GROUP (SEFL) CONTRACT #13-D-140F TO PROCURE FURTHER TEMPORARY STAFFING SERVICES FOR THE SANITATION DIVISION; AND PROVIDING FOR AN EFFECTIVE DATE.**

## Staff Summary:

### **Background:**

The City has historically used temporary labor during times of labor shortage to ensure that services are provided to the community in an efficient and cost effective manner. The Landscaping, Construction, Sanitation and Utilities Divisions have all benefitted from temporary labor workers in the past.

### **Current Situation**

The City Commission approved Resolution 2017-122 (Exhibit 2) during the October 4, 2017 regular City Commission Meeting. This Resolution authorized the utilization of the National Institute of Government Purchasing (NIGP) Southeast Florida Governmental Purchasing Co-Operative Group (SEFL) Contract # 13-D-140F for temporary staffing services (citywide) in an amount not to exceed \$155,500. The City is an active participant listed on the Southeast Florida Cooperative Purchasing Group, therefore is able to use this contract.

Contract # 13-D-140F awards the following vendors (Exhibit 3):

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

The contract was valid from October 15, 2013 through October 14, 2015. It also includes three (3) renewal options, each of which cover a period of two years. The contract is currently valid through its second renewal period (October 15, 2017 through October 14, 2019).

The agenda item that was brought forward to the City Commission during the October 4, 2017 City Commission meeting outlined each applicable City Department's FY17/18 expenditure request for temporary staffing services. The Department of Public Works requested \$20,000 for FY17/18. However, staff estimates that an additional \$30,000 will be necessary this fiscal year for temporary labor in the Sanitation Division. The Division currently has five vacant positions, therefore staff is currently using two to three temporary laborers per day (seven days per week) to help fulfill the Division's daily services. It is important to follow this procedure until the final determination regarding the Sanitation Division is made during the FY18/19 Budget adoption process.

Staff intends to use the temporary labor services authorized through Contract # 13-D-140F for the remainder of the fiscal year. As such, the Division is requesting that a Change Order to Purchase Order 20180977, in the amount of \$30,000, be authorized. This will bring the Division's FY17/18 authorized use of Contract # 13-D-140F to \$50,000. Funding for this change order is available in account 490-3420-512000 (Regular Salaries and Wages).

In total, the Division anticipates that it will spend approximately \$108,000 for temporary labor services this fiscal year. \$58,281 of this amount has been spent with Ameri-temps Temporary Staffing. The remaining \$50,000 will be spent through the use of Contract # 13-D-140F(see the accompanying item on this June 6, 2018 agenda for more information).

Due to this increased expenditure, the original Contract # 13-D-140F not to exceed amount of \$155,500 should be increased to \$185,500.

**Why Action is Necessary:**

Pursuant to Code of Ordinances, Chapter 23, Section 23-12 Procedures for purchases in excess of \$50,000, item (7) Change Orders. Any change in the contract price, scope of work or time for completion of any project following the award of a contract shall be by a written change order, approved by the City Manager and executed with the same formalities as the contract. However, the City Manager may approve and execute change orders without City Commission approval subject to the following: a. The City Manager may approve any change order, so long as the total sum of all change orders does not exceed the total amount awarded by the City Commission by more than either ten percent (10%) of the contact cost or \$50,000, whichever is less. The scope of any project may not be changed without prior approval of the City Commission.

**Proposed Action:**

Staff recommends approval of the attached Resolution authorizing the City Manager to increase the not to exceed amount of the National Institute of Government Purchasing (NIGP) Southeast Florida Governmental Purchasing Co-Operative Group (SEFL) Contract # 13-D-140F from \$155,500 to \$185,500 for FY1718.

**Attachment(s):**

- Exhibit 1 – Resolution
- Exhibit 2 – Resolution 2017-122
- Exhibit 3 – NIGP SEFL Contract # 13-D-140F


Prepared By:

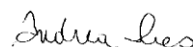
  
James Simmons, Sanitation Superintendent



Susan Fassler, Green Initiatives Coordinator

Department Head Review:

  
Steven F. Parkinson, Assistant City  
Manager/Director of Public Works



Andrea Lues, Procurement Director