



400 South Federal Hwy
Hallandale Beach, FL 33009

City of Hallandale Beach

City Commission Agenda Cover Memo

Meeting Date:		Item Type:		1 st Reading	2 nd Reading
9/28/2022 File No.: 22-336		<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Other	Ordinance Reading	N/A	N/A
			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:	
\$125,130.00		Various accounts	Various accounts	NA	
Contract/P.O. Required		RFP/RFQ/Bid Number:	Sponsor Name:	Department:	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Southeast Florida Governmental Purchasing Co-operative Group (SEFL) and OMNIA Partners, LLC., Contract #19-12R – Office Supplies, Products and Related Services STATE OF FLORIDA DEPARTMENT OF MANAGEMENT SERVICES 14111500-21-STC – BULK PAPER: OFFICE, VIRGIN AND RECYCLED CONTENT ODP Business Solutions LLC	Andrea Lues, Procurement Director	Procurement	
Strategic Plan Focus Areas:					
<input type="checkbox"/> Finance & Budget		<input checked="" type="checkbox"/> Organizational Capacity		<input type="checkbox"/> Infrastructure/Projects	
Implementation Timeline:					

Estimated Start Date: 10/1/2022 Estimated End Date: 9/30/2023

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 TWENTY FIVE THOUSAND ONE HUNDRED THIRTY (\$125,130) DOLLARS; AND PROVIDING AN EFFECTIVE DATE.

STAFF SUMMARY:

Summary:

Staff seeks City Commission approval to effectuate purchases for FY2022-2023 with ODP Business Solutions, LLC through SEFL Coop Contract Number 19-12R and State of Florida Department Management Services Contract Number 14111500-21-STC in the amount of \$125,130.00.

Background:

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 initial term of the NIGP SEFL Co-operative Group contract is from October 14, 2019 through October 13, 2023. The contract has one (1) additional four (4) year renewal period available.

The initial term of the State of Florida Department Management Services contract is from November 04, 2021 through November 03, 2024.

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 citywide papers.

Current Situation:

For FY 2022-2023 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 2022-2023
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Budget and Program Monitoring	\$1,000.00
City Attorney	\$1,900.00
City Clerk	\$2,000.00
City Commission	\$0.00
City Manager	\$3,400.00
Sustainable Development	\$14,700.00
Finance and Utility	\$4,000.00
Human Resources\Risk Manager	\$2,050.00
Human Services (Special Events, ASP Project & Senior Mini Grant)	\$8,000.00
Innovation Technology	\$0.00
Parks (Various Divisions/Programs)	\$8,000.00
Police (Various Divisions/Programs)	\$11,500.00
Procurement (Includes Citywide Paper)	\$50,000.00
Public Works/CIP	\$8,580.00
Contingency for unanticipated purchases	\$10,000.00
TOTAL FOR FY 2022-2023	\$125,130.00

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.

PROPOSED ACTION:

Staff recommends approval of the attached Resolution.

ATTACHMENT(S):

Exhibit 1 – Proposed Resolution

Exhibit 2 – NIGP SEFL Coop Contract Number 19-12R and Amendment 1

Exhibit 3 – State of Florida Contract Number 14111500-21-STC

Prepared By: Andrea Lues
Andrea Lues

Procurement Director

Reviewed By: Noemy Sandoval
Noemy Sandoval
Assistant City Manager