



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.: 22-339 | | <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: | |
| \$120,848.00 | | Various accounts | Various accounts | N/A | |
| Contract/P.O. Required | | RFP/RFQ/Bid Number: | Sponsor Name: | Department: | |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | State of Florida Department of Management Services – 600-000-11-1 State of Florida Management Services / NASPO Value Point 44000000-NASPO-19- ACS Contract - Copiers & Managed Print Services Toshiba America Business Solutions, Inc. | | 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 STATE OF FLORIDA CONTRACTS WITH TOSHIBA BUSINESS SOLUTIONS FOR THE LEASE OF COPIERS AND THE PURCHASE OF SUPPLIES, AND MAINTENANCE SERVICES FOR ALL COPIERS, AND PAPER CUT SOFTWARE FOR AN AMOUNT NOT TO EXCEED ONE HUNDRED TWENTY

**THOUSAND EIGHT HUNDRED FORTY-EIGHT (\$120,848) DOLLARS; AND
PROVIDING AN EFFECTIVE DATE.**

STAFF SUMMARY:

Summary:

Staff seeks City Commission approval to effectuate the purchases for FY 2022-2023 with Toshiba America Business Solutions, Inc. in the amount of \$120,848.00 through the Florida Department of Management Services - State of Florida / National Association of State Procurement Official Contract 44000000-NASPO-19-ACS and State of Florida Department Management Services Contract 600-000-11-1 for Copiers & Managed Print Services awarded to Toshiba America Business Solutions, Inc. as described below.

Background:

The Procurement Department facilitates the purchase of specific commodities that the City procures annually through cooperative purchasing.

For FY2022-2023 the City of Hallandale Beach will utilize the Florida Department of Management Services - State of Florida / National Association of State Procurement - Copiers & Managed Print Services with Toshiba America Business Solutions, Inc., for:

- a. Lease of multifunction devices includes copiers lease and per copy costs only.
- b. Staples and paper are not included in the copier lease costs. Cost of staples for copiers are budgeted by each Department that has a copier in their department.
- c. Purchase of supplies and maintenance services for all printing devices (copiers and printers); and,
- d. Papercut software maintenance.

The City has been utilizing Toshiba copiers since 1990 with superb customer service and no issues with the equipment.

Current Situation:

The City, through the Florida Department of Management Services - State of Florida and National Association of State Procurement Official - Copiers & Managed Print Service, will use the Toshiba America Business Solutions, Inc., Contract for lease of multifunction devices, printers, and printing software. All costs include maintenance.

The Innovation Technology Department will provide the necessary reports and Procurement Department will be tasked with the program's budget.

Each Department for FY 2022-2023 Toshiba America Business Solutions, Inc., is as follows:

| PROCUREMENT | AMOUNT NOT TO EXCEED DURING FY 2022-2023 |
|---|---|
| City Attorney | \$5,868.00 |
| CRA | No Copier |
| Sustainable Development | \$8,798.00 |
| Human Services (Special Events, ASP Project & Senior Mini Grant) Fire Station #7 | \$3,153.00 |

| | |
|---|---------------------|
| Innovation Technology | \$20,756.00 |
| Parks (Various Division/Programs) | \$10,239.00 |
| Police (Various Division Programs) (1 st and 2 nd floors) | \$11,360.00 |
| Procurement City Hall Municipal Complex - 1 st Floor: Finance, Development Services - Building Area Copier Room, Human Resources Area 2 nd Floor: City Manager Office and Copier\Mail Machine Room | \$36,126.00 |
| Public Works\CIP | \$12,691.00 |
| Police Athletic League (PAL) | \$1,857.00 |
| Contingency for unanticipated purchases | \$10,000.00 |
| | |
| TOTAL FOR FY 2022-2023 | \$120,848.00 |

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:

Public procurement professionals add value to every government program by: Providing efficient delivery of products and services; Obtaining best value through competition; Offering fair and equitable competitive contracting opportunities for suppliers; and maintaining public confidence through ethical and transparent procurement practices.

PROPOSED ACTION:

Staff recommends approval of the attached Resolution.

ATTACHMENT(S):

- Exhibit 1 – Proposed Resolution
- Exhibit 2 – State of Florida Department of Management Services/NASPO ValuePoint 44000000
NASPO-19-ACS Copiers & Managed Print Services
- Exhibit 3 – State of Florida Department of Management Services - 600-000-11-1

Prepared By: Andrea Lues
Andrea Lues
Procurement Director

Reviewed By: Noemy Sandoval
Noemy Sandoval
Assistant City Manager