



400 South Federal Hwy  
Hallandale Beach, FL 33009

## City of Hallandale Beach City Commission Agenda Cover Memo

<b>Meeting Date:</b>	October 5, 2016		<b>Item Type:</b> <i>(Enter X in box)</i>	<b>Resolution</b>  X	<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>1st Reading</b>		<b>2nd Reading</b>	
	X		<b>Public Hearing:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
<b>Funding Source:</b>	Various accounts allocated to various Departments		<b>Advertising Requirement:</b> <i>(Enter X in box)</i>	<b>Yes</b>		<b>No</b>	
<b>Account Balance:</b>	\$100,000 (various accounts)		<b>Quasi Judicial:</b> <i>(Enter X in box)</i>	<b>Yes</b>		<b>No</b>	
<b>Project Number :</b>	N/A		<b>RFP/RFQ/Bid Number:</b>	NIGP SEFL COOP Contract #13-D-140F			
<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>  Safety <input type="checkbox"/>  Quality <input checked="" type="checkbox"/>  Vibrant Appeal <input type="checkbox"/>				
	X						
<b>Sponsor Name:</b>	Daniel A. Rosemond City Manager		<b>Department:</b> <b>Procurement</b>	Andrea Lues, Director of Procurement			

### Short Title:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXPEND FUNDS IN AN AMOUNT NOT TO EXCEED ONE HUNDRED THOUSAND (\$100,000.00) DOLLARS FOR TEMPORARY STAFFING FROM ALBION STAFFING AS PROVIDED FOR IN THE FISCAL YEAR 2016-2017 BUDGET; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL RELATED DOCUMENTS TO EFFECTUATE THE PURCHASE; AND PROVIDING AN EFFECTIVE DATE.

### Staff Summary:

**Background:**

For Fiscal Year 2016-2017 the City of Hallandale Beach will be participating in the National Institute of Governmental Purchase (NIGP) Southeast Florida Chapter Cooperative Purchasing Group Contract #13-D-140F with Albion Staffing for the purchase of temporary staffing services.

The Procurement Department manages the subject contract, while each Department procures separately for their temporary staffing needs. The Departments temporary staffing needs are Development Services (Building Permitting support) and Public Works (Administrative Support).

The City's Expenditure Trends with this vendor for the last two (2) years are as follows:

Fiscal Year 13-14 - \$33,575.61

Fiscal Year 14-15 - \$26,809.79

Fiscal Year 15-16 - \$73,846.08 through 9-21-16

Below is the information for the use of Albion Staffing by Department:

DEPARTMENT	AMOUNT NOT TO EXCEED DURING FY 16-17
DEVELOPMENT SERVICES	\$80,000.00
PUBLIC WORKS	\$20,000.00
<b>TOTAL FOR FY 16-17</b>	<b>\$100,000.00</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. 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 budget, by department, not to exceed \$100,000 with Albion Staffing.

**Proposed Action:**

Please complete this section: what is the proposed action?

<b>Attachment(s):</b>
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Exhibit 1 – Resolution  
Exhibit 2 - COOP Contract  
Exhibit 3 – Contract Renewal