



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> (Enter X in box)	<b>Resolution</b> X	<b>Ordinance</b>	<b>Other</b>	
<b>Fiscal Impact:</b> (Enter X in box)	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> (Enter X in box)	<b>1st Reading</b>		<b>2nd Reading</b>	
	X		<b>Public Hearing:</b> (Enter X in box)	<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> (Enter X in box)	<b>Yes</b>		<b>No</b>	
						X	
<b>Account Balance:</b>	\$111, 660.00 - Various accounts allocated to various Departments		<b>Quasi Judicial:</b> (Enter X in box)	<b>Yes</b>		<b>No</b>	
						X	
<b>Project Number :</b>	N/A		<b>RFP/RFQ/Bid Number:</b>	State of Florida Contract # 600-000-11-1 Copier Lease with Toshiba			
<b>Contract/P.O. Required:</b> (Enter X in box)	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b> (Enter X in box)  <b>Safety</b> <input type="checkbox"/> <b>Quality</b> <input checked="" type="checkbox"/> <b>Vibrant Appeal</b> <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 UTILIZATION OF STATE OF FLORDIA CONTRACT #600-000-11-1 WITH TOSHIBA BUSINESS SOLUTIONS FOR THE LEASE OF COPIERS AND THE PURCHASE OF SUPPLIES, AND MAINTENANCE SERVICES FOR ALL COPIERS; IN AN AMOUNT NOT TO EXCEED ONE HUNDRED ELEVEN THOUSAND SIX HUNDRED AND SIXTY DOLLARS (\$111,660.00); FOR FISCAL YEAR 2016-2017; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL RELATED DOCUMENTS TO EFFECTUATE THE PURCHASE; AND PROVIDING AN EFFECTIVE DATE.

### **Staff Summary:**

#### **Background:**

For Fiscal Year 2017 the City of Hallandale Beach will be participating in the State of Florida Contract # 600-000-11-1 with Toshiba Business Solutions for lease of copiers and purchase of supplies, and maintenance services for all copiers.

#### **Current Situation:**

The City, through the State of Florida Contract # 600-000-11-1, will use the Toshiba Business Solutions Contract for lease of copiers' and related services.

Each Department utilizes the services through the Procurement Department. The Procurement Department manages the contract.

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

Fiscal Year 13-14 - \$55,102.97

Fiscal Year 14-15 - \$59,409.15

Fiscal Year 15-16 - \$89,260.50 through 9-21-16

Below is the information for the use of copier lease by Department:

DEPARTMENT	AMOUNT NOT TO EXCEED DURING FY 16-17
<b>Procurement (this is for City Hall 1<sup>st</sup> and 2<sup>nd</sup> floors</b>	<b>50,743.00</b>
<b>Fire</b>	<b>5,832.00</b>
<b>Human Services</b>	<b>3,249.00</b>
<b>Innovation Technology</b>	<b>20,000.00</b>
<b>Parks</b>	<b>1,721.00</b>
<b>Police</b>	<b>17,145.00</b>
<b>Public Works</b>	<b>12,970.00</b>
<b>TOTAL</b>	<b>\$111,660.00</b>

#### **Why Action is Necessary:**

Pursuant to Chapter 23, Section 23-8 (6), Exception to Bid Requirements, and Section 23-9 Cooperative Purchasing, the City Manager is authorized to procure 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 aforementioned purchase will be in excess of the City Manager's purchasing authority, City Commission authorization is required.

<b>Proposed Action:</b>
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Staff recommends approval of the attached Resolution authorizing City Manager to execute all related documents to effectuate the purchase for the FY 16-17 from the State of Florida Contract # 600-000-11-1 with Toshiba Business Solutions.

<b>Attachment(s):</b>
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Exhibit 1 – Resolution

Exhibit 2 – State Contract