



400 South Federal Hwy
Hallandale Beach, FL 33009

City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	October 5, 2016		Item Type: <i>(Enter X in box)</i>	Resolution X	Ordinance	Other	
Fiscal Impact: <i>(Enter X in box)</i>	Yes	No	Ordinance Reading: <i>(Enter X in box)</i>	1st Reading		2nd Reading	
	X		Public Hearing: <i>(Enter X in box)</i>	Yes	No	Yes	No
Funding Source:	Various accounts allocated to various Departments		Advertising Requirement: <i>(Enter X in box)</i>	Yes		No	
						X	
Account Balance:	\$102,800.00 (various accounts)		Quasi Judicial: <i>(Enter X in box)</i>	Yes		No	
						X	
Project Number :	N/A		RFP/RFQ/Bid Number:	US Communities Contract RFP #12-22 Supply Works for Cleaning Supplies, Equipment and Custodial Related Products			
Contract/P.O. Required: <i>(Enter X in box)</i>	Yes	No	Strategic Plan Priority Area: <i>(Enter X in box)</i> Safety <input type="checkbox"/> Quality <input checked="" type="checkbox"/> Vibrant Appeal <input type="checkbox"/>				
	X						
Sponsor Name:	Daniel A. Rosemond, City Manager		Department: Procurement	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 THE U.S. COMMUNITIES CONTRACT RFP #12-22 WITH SUPPLY WORKS (FORMERLY AMSAN) FOR THE PURCHASE OF CLEANING SUPPLIES, EQUIPMENT AND CUSTODIAL RELATED PRODUCTS FOR AN AMOUNT NOT TO EXCEED ONE HUNDRED TWO THOUSAND EIGHT HUNDRED DOLLARS (\$102,800.00); 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 2016-2017 the City of Hallandale Beach will be participating in the U.S. Communities Contract RFP # 12-22 with Supply Works (formerly Amsan) for the purchase of Cleaning Supplies, Equipment and Custorial Related Products.

Current Situation:

The Procurement Department manages the subject contract, while each Department utilizes the contract and procures separately for the needs of certain Cleaning Supplies, Equipment and Custorial Related Products.

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

Fiscal Year 13-14 - \$67,694.15

Fiscal Year 14-15 - \$74,278.91

Fiscal Year 15-16 - \$76,725.28 through 9-21-16

Below is the information for the use of cleaning products by Department:

DEPARTMENT	AMOUNT NOT TO EXCEED DURING FY 16-17
City Manager	\$ 400.00
Fire	\$ 9,500.00
Human Services	\$ 10,000.00
Parks & Recreation	\$ 47,900.00
Public Works	\$ 35,000.00
TOTAL	\$102,800.00

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.

Proposed Action:

Staff recommends approval of the attached Resolution authorizing City Manager to execute all related documents to effectuate the purchase for the FY16-17 from the US Communities Contract RFP #12-22 with Supply Works.

Attachment(s):

Exhibit 1 – Resolution

Exhibit 2 – U.S. Communities Contract