



400 South Federal Hwy
Hallandale Beach, FL 33009

City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	October 5, 2016		Item Type: (Enter X in box)	Resolution X	Ordinance	Other	
Fiscal Impact: (Enter X in box)	Yes	No	Ordinance Reading: (Enter X in box)	1st Reading		2nd Reading	
	X		Public Hearing: (Enter X in box)	Yes	No	Yes	No
Funding Source:	Various accounts allocated to various Departments		Advertising Requirement: (Enter X in box)	Yes		No	
						X	
Account Balance:	\$87,985.00 (various accounts)		Quasi Judicial: (Enter X in box)	Yes		No	
						X	
Project Number :	N/A		RFP/RFQ/Bid Number:	State of Florida Contract #618-000-11-1 Office Depot			
Contract/P.O. Required: (Enter X in box)	Yes	No	Strategic Plan Priority Area: (Enter X in box) 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 STATE OF FLORDIA CONTRACT #618-000-11-1 WITH OFFICE DEPOT FOR THE PURCHASE OF OFFICE SUPPLIES IN AN AMOUNT NOT TO EXCEED EIGHTY-SEVEN THOUSAND NINE HUNDRED EIGHTY-FIVE (\$87,985.00) DOLLARS; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL RELATED DOCUMENTS TO EFFECTUATE THE PURCHASE FOR FISCAL YEAR 2016-2017; AND PROVIDING AN EFFECTIVE DATE.

Staff Summary:

Background:

For Fiscal Year 2016-2017 the City of Hallandale Beach will be participating in the State of Florida Contract #618-000-11-1 with Office Depot for Office Supplies.

Current Situation:

The City, through the State of Florida Contract #618-000-11-1, will use the Office Depot Contract for Office Supplies. The Procurement Department manages the subject contract, while each department procures separately for Office Supplies.

There are no Business Tax Receipts with the commodity "Office Supplies" in the City.

The only local vendor that can provide the City with office supplies is Office Max located in East Hallandale Beach Boulevard, who is now merged with Office Depot.

Wal-Mart is the only retail merchant that sells office supplies. However, Wal-Mart is not equipped to ship and provide the various office supplies commodities the City currently utilizes.

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

Fiscal Year 13-14 - \$58,046.47

Fiscal Year 14-15 - \$68,691.94

Fiscal Year 15-16 - \$70,908.83 through 9-21-16

Below is the allocation information for the use of Office Depot contract for Office Supplies by Departments.

DEPARTMENT	AMOUNT NOT TO EXCEED DURING FY16-17
City Attorney	\$ 1,900.00
City Commission/City Manager	\$ 5,385.00
City Clerk	\$ 1,100.00
Community Redevelopment Agency	\$ 5,000.00
Development Services Administrative (Building, Code Enforcement, Planning & Zoning)	\$ 6,300.00
Finance	\$ 4,500.00
Finance/Commercial Division (Utility Billing)	\$ 4,000.00
Fire	\$ 5,000.00
Human Services (ASP Project & Senior Mini Grant	\$ 6,800.00
Human Resources	\$ 2,000.00
Innovation Technology	\$ 1,000.00
Innovation Technology (Public Relations)	\$ 200.00
Office of Capital Improvement	\$ 1,300.00
Parks (Various Divisions/Programs)	\$ 13,500.00
Police (Various Divisions/Programs)	\$ 17,000.00
Procurement	\$ 3,000.00
Public Works	\$ 9,700.00
Risk Management	\$ 300.00
TOTAL	\$ 87,985.00

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 purchases for the FY 16-17 with Office Depot in accordance with City's policies and procedures.

Attachment(s):

Exhibit 1 – Resolution

Exhibit 2 – State of Florida Contract