



Hallandale Beach Community Redevelopment Agency Board of Directors Meeting Agenda Cover Memo

Meeting Date:	November 13, 2017	Item Type:	Resolution X	Ordinance	Other
Fiscal Impact:	Yes	No	Ordinance Reading:		1st Reading
	X		Public Hearing:		2nd Reading
			Yes	No	Yes
				X	X
Funding Source:	130-5910-564040		Advertising Requirement:	Yes	No
					X
Account Balance:	\$48,697 – Budget Transfer will be processed				
Project Number :	N/A		RFP/RFQ/Bid Number:		
Contract/P.O. Required:	Yes	No	Strategic Priority (Enter X in box):		
	X		Safety <input type="checkbox"/>		
			Quality <input checked="" type="checkbox"/>		
			Vibrant Appeal <input type="checkbox"/>		
Sponsor Name:	Roger M. Carlton, HBCRA Executive Director		Department:	HBCRA	

Short Title:

A RESOLUTION OF CHAIR AND BOARD OF DIRECTORS OF THE HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY, APPROVING THE PURCHASE OF OFFICE FURNITURE FOR THE HBCRA OFFICE IN AN AMOUNT NOT TO EXCEED FORTY EIGHT THOUSAND SIX HUNDRED NINETY SEVEN DOLLARS (\$48,697); AUTHORIZING THE EXECUTIVE DIRECTOR TO UTILIZE THE STATE OF FLORIDA CONTRACTS 425-001-12-1 WITH GROUPE LACASSE, LLC., TO SUPPLY, DELIVER AND INSTALL FURNITURE FOR THE HBCRA OFFICES IN AN AMOUNT NOT TO EXCEED FORTY EIGHT THOUSAND SIX HUNDRED NINETY SEVEN DOLLARS (\$48,697); AND PROVIDING FOR AN EFFECTIVE DATE.



Staff Summary:

Background:

For the past seven months, City Management has been working with the City Attorney's office on a plan to move the current City Attorney's office to another location within City Hall, but in close proximity to the offices of the City Commissioners. The existing location of the Hallandale Beach Community Redevelopment Agency's (HBCRA) offices was selected as the desired location for this move. In order to facilitate the relocation of the City Attorney's office to the offices in which the HBCRA is now located, it was decided that HBCRA staff will in-turn move to the existing City Attorney's offices.

Current Situation:

Construction of the new City Attorney's space in the old CRA offices will take place from 11/9/2017-11/12/17. During that time CRA staff and their existing furniture will be moved to the Archives room for a period of approximately six to eight weeks during which time the furniture for the new CRA offices will be ordered and manufactured by one of the State of Florida approved furniture vendors Groupe Lacasse, LLC. This construction for the CRA office move represents Phase I. Phase II which will take additional planning will include the renovation of the entrance to the City Manager's office in order to provide more space for staff expansion.

The move to a smaller office space means that the existing furniture for the current CRA offices which includes its three cubicles, cannot be used in the new space. In addition, due to space constraints approximately 4 CRA employees will be sharing office space.

The relocation of HBCRA staff represents a move from a larger space (existing CRA offices) into a smaller space (City Attorney's offices) and therefore necessitates a complete rethinking of the spaces not only in the existing City Attorney's offices but also the City Clerks offices as well. In order to facilitate the move, the City Clerks offices will also be relocated to what is now known as the Archive room which is located on the second floor of City Hall. When the City Clerk's office has relocated to the Archives room, their two offices will be given to the CRA. One of those offices will be used to replace the conference room that the CRA currently utilizes for its many closings and consultations with business owners and residents. The other City Clerk's office which currently has one occupant will be redesigned to house two employees. Additionally, the Current office of the City Attorney herself will also be redesigned to allow for two employees to utilize the space.

Once approved by the HBCRA Board, staff will work with Apricot Office Interiors which represents Groupe Lacasse, LLC. and place the order for the furniture which will take approximately 4-5 weeks to manufacture. Once the furniture has been manufactured, staff will arrange for the installation.

Apricot Office Interiors on behalf of Groupe Lacasse, LLC. has provided the HBCRA with a cost proposal for the furniture purchase, delivery and installation as per the attached layout (Exhibit 2).

The price provided by Groupe Lacasse, LLC. reflects the use of Florida State Contracts #425-001-12-1, which allows the City to receive a contract discount (Exhibit 3).



Why is Action 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 HBCRA Executive Director 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 Board of Directors approval. As the requested amount is in excess of HBRCRA Executive Director's procurement authority, Board approval is necessary.

Fiscal Impact:

As proposed in attached Exhibit 2, Groupe Lacasse, LLC., will supply, deliver and install all furniture for an amount not to exceed Forty Eight Thousand Six Hundred Ninety Seven Dollars (\$48,697).

Proposed Action:

Staff recommends approval of the attached resolution authorizing the purchase of furnishings for the new HBCRA office from Groupe Lacasse, LLC. through the use of Florida State Contracts #425-001-12-1 in an amount not to exceed Forty Eight Thousand Six Hundred Ninety Seven Dollars (\$48,697); authorizing the Executive Director to execute all related documents to effectuate the expenditure of funds with Groupe Lacasse, LLC. in accordance with the City's procurement policies and procedures.

Attachment(s):

Exhibit 1 – Resolution
Exhibit 2 – Cost Proposal
Exhibit 3 – Florida State Contracts