



**Hallandale Beach**  
PROGRESS. INNOVATION. OPPORTUNITY.

## City of Hallandale Beach City Commission Agenda Cover Memo

<b>Meeting Date:</b>	10-2-2019		<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>1<sup>st</sup> Reading</b> N/A		<b>2<sup>nd</sup> Reading</b> N/A	
	X			<b>Public Hearing:</b> (Enter X in box)	<b>Yes</b>	<b>No</b>	<b>Yes</b>
						X	
<b>Funding Source:</b>	Various accounts allocated to various Departments		<b>Advertising Requirement:</b> (Enter X in box)	<b>Yes</b>		<b>No</b>	
<b>Account Balance:</b>	\$100,950 various accounts		<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>	U.S. Communities Contract RFP # R-TC-17006 On-Line Marketplace for the Purchase of Goods and Services  Amazon Services, LLC			
<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)				
	X		<b>Safety</b> <input type="checkbox"/> <b>Quality</b> <input checked="" type="checkbox"/> <b>Vibrant Appeal</b> <input type="checkbox"/>				
<b>Sponsor Name:</b>	Greg Chavarria, City Manager		<b>Department:</b>	Andrea Lues, Procurement Director			

### 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 GOVERNMENT PURCHASING ALLIANCE COOPERATIVE CONTRACT #R-TC-17006 FOR THE PURCHASE OF GENERAL PRODUCTS FROM AMAZON SERVICES, LLC IN AN AMOUNT NOT TO EXCEED ONE HUNDRED THOUSAND NINE HUNDRED FIFTY DOLLARS (\$100,950) AS PROVIDED FOR IN THE FISCAL YEAR 2019-2020 BUDGET; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL RELATED DOCUMENTS TO EFFECTUATE THE PURCHASE; AND PROVIDING FOR AN EFFECTIVE DATE.

## STAFF SUMMARY:

### Summary:

The Procurement Department facilitates the purchase of specific commodities that the City procures annually through cooperative purchasing. As a member of the U.S. Communities Government Purchasing Alliance, the City is able to participate and utilize competitively solicited contracts to obtain the best goods/services and pricing available in the market. The City wishes to purchase various items through Amazon as described below.

### Background:

The term of the U.S. Communities Amazon contract is from January 18, 2017 through January 18, 2022. City staff receives an electronic log-in code to utilize the Amazon contracted pricing to make purchases on-line.

Terms and conditions are in accordance with Contract RFP # R-TC-17006 for purchases on-line only. Some of the purchases made by Departments include, but are not limited to, electrical adapters, ethernet cables, laptop batteries, audio auxiliary cables, drop cover cord protectors, fiber optic cables and heavy duty pad locks.

### Current Situation:

For FY 19/20 the following expenditures have been requested by Departments for Amazon Services, LLC. Contract RFP # R-TC-17006:

DEPARTMENT	AMOUNT NOT TO EXCEED DURING FY 19/20
Budget and Program Monitoring	\$ 500
City Clerk	\$ 100
City Commission	\$ 500
City Manager	\$ 1,550
Development Services\Planning & Zoning Division/Building Department	\$ 6,200
Finance	\$ 2,000
Fire/Rescue	\$ 6,000
Human Resources	\$ 400
Human Services (Special Events, ASP Project & Senior Mini Grant)	\$ 4,000
Innovation Technology	\$27,000
Parks (Various Divisions/Programs)	\$33,500
Police (Various Divisions/Programs)	\$ 2,200
Public Works and Capital Improvements	\$15,000
Contingency for unanticipated purchases	\$ 2,000
<b>TOTAL FOR FY 19/20</b>	<b>\$100,950</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.

**Fiscal Impact:**

As per the approved FY 19/20 budget for each Department, expenditures are not to exceed \$100,950, including a two thousand dollar (\$2,000) contingency for unanticipated purchases utilizing the Amazon Services, U.S. Communities Contract RFP # R-TC-17006.

**PROPOSED ACTION:**

Staff recommends approval of the attached Resolution authorizing City Manager to execute all related documents to effectuate the purchases for FY 19/20 with Amazon Services, LLC U.S. Communities Contract RFP # R-TC-17006.

**ATTACHEMENT(S):**

Exhibit 1 – Resolution

Exhibit 2 – U.S. Communities Contract RFP # R-TC-17006 On-Line Marketplace for the  
Purchase of Goods and Services