



## 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>1st Reading</b> N/A		<b>2nd 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 to various Departments		<b>Advertising Requirement:</b> (Enter X in box)	<b>Yes</b>		<b>No</b>	
						X	
<b>Account Balance:</b>	\$152,550 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>	<b>U.S. Communities Contract # RFP 16154</b>			
				<b>The Home Depot U.S.A., Inc.</b>			
<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 CONTRACT #16154-RFP WITH HOME DEPOT FOR BUILDING, MAINTENANCE AND REPAIR SUPPLIES FOR AN AMOUNT NOT TO EXCEED ONE HUNDRED FIFTY TWO THOUSAND FIVE HUNDRED AND FIFTY (\$152,550.00) DOLLARS; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL RELATED DOCUMENTS TO EFFECTUATE THE PURCHASE AS PROVIDED FOR IN FISCAL YEAR 2019- 2020 BUDGET; AND PROVIDING AN EFFECTIVE DATE.

## STAFF SUMMARY:

Each fiscal year, 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 The Home Depot as described below.

### **Background:**

The City utilizes the U.S. Communities Contract RFP # 16154 with The Home Depot U.S.A., Inc. for maintenance, repair, operating supplies, industrial supplies, and related products and services.

The term of the contract is from February 1, 2017 thru December 31, 2021. Some of the purchases made by City Departments include, but are not limited to, paint, hardware, toolboxes, small plumbing materials, wood, electrical supplies, and other related items at the following Home Depot locations:

- 1951 South State Road 7, West Park, FL 33023.
- 3401 Oakwood Blvd, Hollywood, FL 33020.

The City receives an annual rebate for the participation in the Home Depot's incentive program. The rebate is 0.02 of net qualifying sales. The City's rebate check is received by the Finance Department and deposited in the General Fund Account.

The City's total net qualifying sales and earned rebates are as follows:

1. Citywide expenditures FY 17/18 of \$73,627, the City received on 2/5/18, a rebate in the amount of \$1,472.
2. Citywide expenditures FY 18/19 of \$70,555.93, the City received on 3/5/19, a rebate in the amount of \$1,411.12.

Once approved by the City Commission, authorized City staff receives a Home Depot buyer identification card which must be presented at the store at time of purchase to obtain the contract pricing. Purchases on-line also offer the contract pricing.

### **Current Situation:**

For FY 2019-2020, the following expenditures have been requested by Departments for Home Depot Contract RFP # 16154:

DEPARTMENT	AMOUNT NOT TO EXCEED DURING FY 2019-2020
Development Services\Planning and Zoning	\$ 2,500
Fire\Rescue	\$ 7,000
Human Services (Building Materials\Program Supplies)	\$ 1,600

Parks (Various Divisions/Programs)	\$ 24,000
Police (Various Divisions/Programs)	\$ 2,500
Public Works\Capital Improvements	\$ 112,950
Contingency for unanticipated purchases	\$ 2,000
<b>TOTAL FOR FY 2019-2020</b>	<b>\$152,550</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 2019-2020 budget, for each Department, expenditures are not to exceed \$152,550, including a two thousand dollar (\$2,000) contingency for unanticipated circumstances to make purchases through the Home Depot U.S.A. Inc. U.S. Communities Contract RFP # 16154.

**Proposed Action:**

Staff recommends approval of the attached Resolution authorizing City Manager to execute all related documents to effectuate the purchases for FY 2019-2020 with Home Depot U.S.A. Inc. U.S. Communities Contract RFP # 16154.

**Attachment(s):**

Exhibit 1 – Resolution  
Exhibit 2 – U.S. Communities Contract RFP #16154