



## 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 allocated to various Departments		<b>Advertising Requirement:</b> (Enter X in box)	<b>Yes</b>		<b>No</b>	
						X	
<b>Account Balance:</b>	\$83,000 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 #17-21 for Cleaning Supplies, Equipment and Custodial Related Products Interline Brands DBA Supply Works			
<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 RFP #17-21 FOR THE PURCHASE OF CLEANING SUPPLIES AND CUSTODIAL PRODUCTS FROM SUPPLY WORKS IN AN AMOUNT NOT TO EXCEED EIGHTY THREE THOUSAND DOLLARS (\$83,000) 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:**

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 Supply Works as described below.

### **Background:**

The City utilizes the U.S. Communities Contract RFP # 17-21 with Interline Brands DBA Supply Works for the purchase of cleaning supplies, equipment and custodial services-related products.

The term of the contract is from November 1, 2017 through October 31, 2020, with two (2) one (1) year renewal options.

Once approved by the City Commission, authorized City staff receives a computer log in number to utilize the Interline Brands DBA Supply Works contracted pricing and to make purchases on-line. Some of the purchases made by City staff include, but are not limited to, paper towels, facial tissues, wipers, dispensing equipment, seat covers, brooms and dust pans, can liners and restroom cleaners.

### **Current Situation:**

For Fiscal Year 2019-2020, the following expenditures have been requested by Departments for Interline Brands DBA Supply Works Contract RFP # 17-21:

DEPARTMENT	AMOUNT NOT TO EXCEED DURING FY 2019-2020
City Manager	\$ 400
Fire\Rescue	\$ 10,000
Human Services	\$ 7,000
Parks & Recreation	\$ 44,500
Public Works	\$ 19,100
Contingency for unanticipated purchases	\$ 2,000
<b>TOTAL FOR FY 2019-2020</b>	<b>\$ 83,000</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. As the requested expenses are above City Manager purchasing authority, City Commission approval is necessary.

**Fiscal Impact:**

As per the approved Fiscal Year 2019-2020 budget, for each Department, expenditures are not to exceed \$83,000, including a two thousand dollar (\$2,000) contingency for unanticipated circumstances with Interline Brands DBA Supply Works utilizing U.S. Communities Contract RFP # 17-21.

**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 Interline Brands DBA Supply Works U.S. Communities Contract RFP # 17-21.

**ATTACHEMENT(S):**

Exhibit 1 – Resolution

Exhibit 2 – U.S. Communities Contract RFP # 17-21