



Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	10-2-2019	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 N/A	2nd Reading N/A
	X		Public Hearing: (Enter X in box)	Yes	No
				X	X
Funding Source:	Various accounts allocated to various Department		Advertising Requirement: (Enter X in box)	Yes	No
Account Balance:	\$86,637 various accounts		Quasi Judicial: (Enter X in box)	Yes	No
					X
Project Number :	N/A		RFP/RFQ/Bid Number:	National Institute of Governmental Purchase (NIGP) Southeast Florida Governmental Purchasing Co-operative Group (SEFL) Contract RFP #19-12R – Office Supplies, Products and Related Services Office Depot, Inc.	
Contract/P.O. Required: (Enter X in box)	Yes	No	Strategic Plan Priority Area: (Enter X in box)		
	X		Safety <input type="checkbox"/> Quality <input checked="" type="checkbox"/> Vibrant Appeal <input type="checkbox"/>		
Sponsor Name:	Greg Chavarria, City Manager		Department:	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 NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING (NIGP) SOUTHEAST FLORIDA GOVERNMENTAL PURCHASING CO-OPERATIVE GROUP (SEFL) CONTRACT #RFP 19-12R WITH OFFICE DEPOT FOR THE PURCHASE OF OFFICE SUPPLIES IN AN AMOUNT NOT TO EXCEED EIGHTY SIX THOUSAND SIX HUNDRED THIRTY SEVEN (\$86,637.00) 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:

Summary:

In preparation of 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 National Institute of Governmental Purchase (NIGP) Southeast Florida Governmental Purchasing Co-operative Group (SEFL), 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 utilizes the NIGP SEFL Coop Contract RFP #19-12R for the purchase of Office Supplies, Products and Related Services with Office Depot Inc.

Background:

The term of the contract with Office Depot is from October 14, 2019 through October 13, 2023.

Authorized City staff will receive an electronic log-in account in order to utilize the Office Depot contracted pricing and make purchases online. Some of the purchases made by Departments include, but are not limited to, folders, pens, tape, binders, calculators, organizers, labels, and other office supplies.

Current Situation:

For FY 2019-2020 the following expenditures have been requested by Departments for Office Depot, Inc., Contract RFP #19-12R:

DEPARTMENT	AMOUNT NOT TO EXCEED DURING FY 2019-2020
Budget and Program Monitoring	\$ 2,000
City Attorney	\$ 1,900
City Clerk	\$ 900
City Commission	\$ 400
City Manager, including the Grants Office	\$ 3,700
Development Services – Planning/Zoning, Building Divison and Code Compliance	\$ 14,500
Finance	\$ 1,500
Utilities - Billing	\$ 2,000
Fire\Rescue	\$ 4,000
Grants	\$ 600
Human Resources\Risk Management	\$ 1,800
Human Services (various programs)	\$ 8,000
Innovation Technology	\$ 500
Parks & Recreation (various programs)	\$ 14,700
Police (various programs)	\$ 16,000
Procurement	\$ 1,437

Public Works\Capital Improvements	\$ 10,700
Contingency for unanticipated purchases	\$ 2,000
TOTAL FOR FY 2019-2020	\$86,637

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 the purchases for office supplies with this vendor will not exceed \$86,637 including a two thousand dollar (\$2,000) contingency for unanticipated circumstances utilizing the NIGP SEFL Coop Contract RFP #19-12R with Office Depot, Inc.

PROPOSED ACTION:

Staff recommends approval of the attached Resolution authorizing City Manager to execute all related documents to effectuate the purchases for FY2019-2020 with Office Depot Inc., NIGP SEFL Coop Contract RFP #19-12R.

ATTACHEMENT(S):

Exhibit 1 – Resolution
Exhibit 2 – NIGP SEFL Coop Contract RFP #19-12R