



City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	10-2-19		Item Type: <i>(Enter X in box)</i>	Resolution X	Ordinance	Other									
Fiscal Impact: <i>(Enter X in box)</i>	Yes	No	Ordinance Reading: <i>(Enter X in box)</i>		1st Reading N/A	2nd Reading N/A									
	X		Public Hearing: <i>(Enter X in box)</i>		Yes	No	Yes	No							
						X		X							
Funding Source:	General Funds, Sanitation Fund and Utility Fund allocated to various Departments		Advertising Requirement: <i>(Enter X in box)</i>		Yes	No									
						X									
Account Balance:	\$81,210 various accounts		Quasi Judicial: <i>(Enter X in box)</i>		Yes	No									
						X									
Project Number :	N/A		RFP/RFQ/Bid Number:		Florida Department of Management Services - State of Florida Contract # 600-000-11-1 Multifunction Products, Printers, Facsimile Equipment, Scanners, Related Software, Supplies and Services - Copier Lease and other related services with Toshiba America Business Solutions, Inc.										
Contract/P.O. Required: <i>(Enter X in box)</i>	Yes	No	Strategic Plan Priority Area: <i>(Enter X in box)</i>												
	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 STATE OF FLORIDA CONTRACT #600-000-11-1 WITH TOSHIBA BUSINESS SOLUTIONS FOR THE LEASE OF COPIERS AND THE PURCHASE OF SUPPLIES, AND MAINTENANCE SERVICES FOR ALL COPIERS FOR AN AMOUNT NOT TO EXCEED EIGHTY ONE THOUSAND TWO HUNDRED TEN (\$81,210.00) 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:

Each fiscal year, the Procurement Department facilitates the purchase of specific commodities that the City procures annually through cooperative purchasing. 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 Toshiba America Business Solutions as described below.

Background:

For FY 2019-2020 the City of Hallandale Beach will utilize the Florida Department of Management Services, State of Florida Contract # 600-000-11-1 with Toshiba America Business Solutions, Inc., for:

- a. Lease of multifunction devices (copiers);
- b. Purchase of supplies and maintenance services for all printing devices (copiers and printers); and,
- c. Papercut software maintenance.

The term of the contract extended for an additional six (6) months, effective August 4, 2019 through February 3, 2020, Amendment No. 9. The State Contract has no more renewals.

The State Contract # 600-000-11-1 With Toshiba America Business Solutions is through February 3, 2020. A new State Contract will become available for the City to utilize. If necessary, the Procurement Department will bring back an agenda item at the second meeting in January for approval of the new contract.

The City has been utilizing the Toshiba Agreement since 1990 with superb customer service and no issues with the equipment.

Current Situation:

The City, through the State of Florida Contract # 600-000-11-1, will use the Toshiba America Business Solutions, Inc., Contract for lease of multifunction devices, printers, and printing software. All costs include maintenance.

The Innovation Technology Department will provide the necessary reports and Procurement Department will be tasked with the program's budget.

Each Department for FY 2019-2020 Toshiba America Business Solutions, Inc., is as follows:

DEPARTMENT	AMOUNT NOT TO EXCEED DURING FY 2019-2020
City Attorney	\$ 2,895
Fire Rescue	\$ 4,512
Human Services Department	\$ 2,538

Innovation Technology	\$18,756
Parks & Recreation Cultural Center	\$ 1,426
Police Municipal Complex (1 st and 2 nd floors)	\$ 8,208
Police Athletic League (PAL)	\$ 1,577
City Hall Municipal Complex 1 st Floor: Finance, Development Services - Building Area Copier Room , Human Resources Area 2 nd Floor: City Manager Office, Room 252 Office and Copier Room Area	\$30,474
Public Works	\$10,824
TOTAL FOR FY 2019-2020	\$81,210

Copier leases and printers include all parts, labor, service calls and toner supplies. The leases do not include paper and staples. Each Department was advised if needed to provide funding for staples. Only Department of Public Works included funding for staples within the expenditures provided above.

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 \$81,210, utilizing Toshiba America Business Solutions. Inc., State of Florida Contract # 600-000-11-1.

PROPOSED ACTION:

Staff recommends approval of the attached Resolution authorizing the City Manager to execute all related documents to effectuate the lease of copiers and purchases of supplies, and maintenance services for all multifunction devices and related services for the FY 2019-2020 with Toshiba America Business Solutions, Inc., State of Florida Contract # 600-000-11-1.

ATTACHEMENT(S):

Exhibit 1 – Resolution

Exhibit 2 – State Contract of Florida Contract # 600-000-11-1 - Amendment No. 9