



City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	10-2-2019		Item Type: <small>(Enter X in box)</small>	Resolution <div style="text-align: center;">X</div>	Ordinance	Other		
Fiscal Impact: <small>(Enter X in box)</small>	Yes	No	Ordinance Reading: <small>(Enter X in box)</small>		1st Reading <div style="text-align: center;">N/A</div>		2nd Reading <div style="text-align: center;">N/A</div>	
	X				Public Hearing: <small>(Enter X in box)</small>		Yes	No
				X				X
Funding Source:	Various accounts to various Departments		Advertising Requirement: <small>(Enter X in box)</small>		Yes		No	
							X	
Account Balance:	\$272,000 various accounts		Quasi Judicial: <small>(Enter X in box)</small>		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 #13-D-140F Temporary Employment Services			
Contract/P.O. Required: <small>(Enter X in box)</small>	Yes	No	Strategic Plan Priority Area: <small>(Enter X in box)</small> Safety <input type="checkbox"/> Quality <input checked="" type="checkbox"/> Vibrant Appeal <input type="checkbox"/>					
	X							
Sponsor Name:	Greg Chavvarria		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 #13-D-140F FOR THE TEMPORARY STAFFING SERVICES IN AN AMOUNT NOT TO EXCEED TWO HUNDRED SEVENTY TWO THOUSAND (\$272,000.00) 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. As an active 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.

Background:

The City utilizes the NIGP Coop SEFL Contract #13-D-140F awarded to multiple vendors for the purchase of temporary staffing services.

The existing term of the contract is from October 15, 2017 through April 14, 2020. The lead governmental agency for this service is the City of Coral Springs. The City of Coral Springs is in the process of finalizing award of the contracts for Temporary Employment Services. Based on the new awards made the City may have to return to Commission with such awards sometime in April.

The awarded vendors on the contract are:

- Albion Staffing Solutions, Inc
- Alpha 1 Staffing
- Tampa Service Co., Inc. d/b/a Pacesetter

The City's expenditures with these vendors for the last two years are as follow:

	FY 2017/2018	FY 2018/2019
Albion Staffing Solutions, Inc.	\$100,787	\$101,151.69
Alpha 1 Staffing	\$ 13,711	\$ 0
Tampa Service Co., Inc. d/b/a Pacesetter	\$ 35,435	\$ 55,000.00

There are various temporary positions available through the Coop Contract. Some of the trades available within the agreements are: Water Plant Operator, Facilities Technician, Receptionist, Office Assistant, Legal Secretary, Accounting Clerk I, Information Services Technician, and Public Works Inspector. Each Department is responsible for contracting the specific trades as needed and to process any personnel requests through Human Resources Department for the use of this Coop Contract.

Current Situation:

For FY 2019-2020, the following expenditures have been requested by each Department for Temporary Employment Services:

DEPARTMENT	AMOUNT NOT TO EXCEED DURING FY 2019-2020
Development Services\Building Department	\$ 50,000
Grants Department	\$ 32,000
Human Resources/Risk Management	\$ 3,000
Innovation Technology	\$ 85,000
Procurement	\$ 20,000
Public Works	\$ 80,000
Contingency for unanticipated purchases	\$ 2,000
TOTAL FOR FY 2019-2020	\$272,000

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 \$272,000, including a two thousand dollar (\$2,000) contingency for unanticipated circumstances, utilizing NIGP SEFL Coop Contract # 13-D-140F Temporary Employment Services.

It should be noted that any additional temporary staffing services may be procured outside of the use of this contract in cases where specialized services, are required. All temporary services required outside of this request will be processed under the City's Procurement Code and procedures.

PROPOSED ACTION:

Staff recommends approval of the attached Resolution authorizing the City Manager to execute all related documents to effectuate the purchase for FY 2019-2020 with NIGP SEFL Coop Contract RFP # 13-D-140F with Alpha 1 Staffing, Tampa Service Co., Inc. d/b/a Pacesetter, and Albion Staffing Solutions, Inc.

ATTACHEMENT(S):

Exhibit 1 – Resolution

Exhibit 2 – NIGP SEFL Coop Contract #13-D-140F – Temporary Employment Services