



Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

400 South Federal Hwy
Hallandale Beach, FL 33009

City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:		Item Type:			1 st Reading	2 nd Reading
10/14/2020		<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Other		Ordinance Reading	Click or tap to enter a date.	Click or tap to enter a date.
File No.:				Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
20-306				Advertising Required	<input type="checkbox"/>	<input type="checkbox"/>
				Quasi Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
Fiscal Impact (\$):		Account Balance (\$):		Funding Source:	Project Number :	
\$80,950		Various accounts allocated to various Departments		Various accounts allocated as approved and adopted through the FY 2020-2021 annual budget		
Contract/P.O. Required		RFP/RFQ/Bid Number:		Sponsor Name:	Department:	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Southeast Florida Governmental Purchasing Co-operative Group (SEFL) and OMNIA Partners, LLC., Contract RFP #19-12R – Office Supplies, Products and Related Services Office Depot, Inc		Andrea Lues, Procurement Director	Procurement	
Strategic Plan Focus Areas:						
<input type="checkbox"/> Financial		<input checked="" type="checkbox"/> Organizational Capacity		<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Development, Redevelopment and Economic Development	
Implementation Timeline						
Estimated Start Date: 10/1/2020 Estimated End Date: 9/30/2021						

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 THOUSAND NINE HUNDRED FIFTY (\$80,950.00) DOLLARS; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL RELATED DOCUMENTS TO EFFECTUATE THE PURCHASE; 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 Southeast Florida Governmental Purchasing Co-operative Group (SEFL) and the OMINIA Partners, LLC national consortium based on pricing received on Request for Proposal #19-12R for the period October 14, 2019 through October 13, 2023. City is able to participate and utilize competitively solicited contracts to obtain the best goods/services and pricing available in the market 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 2020-2021 the following expenditures have been requested by Departments for Office Depot, Inc., Contract RFP #19-12R:

DEPARTMENT	AMOUNT NOT TO EXCEED DURING FY 2020-2021
Budget Monitoring Program	\$ 1,500
City Attorney	\$1,900
City Clerk	\$ 1,500
City Commission	\$ 400
City Manager	\$ 3,000
Development Services – Planning/Zoning, Building Divison and Code Compliance	\$13,000
Finance\Utilities Billing	\$ 2,000
Grants	\$ 600
Human Resources\Risk Management	\$ 600
Human Services (various programs)	\$ 7,700
Innovation Technology	\$ 3,500
Parks & Recreation (various programs)	\$ 8,000
Police (various programs)	\$16,000

Procurement	\$ 1,000
Public Works\Capital Improvements	\$ 8,250
Contingency for unanticipated purchases	\$ 2,000
Covid-19	\$10,000
TOTAL FOR FY 2020-2021	\$80,950

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

Cost Benefit:

The cost benefit and goal of public procurement is to award timely and cost-effective contracts to qualified contractors, suppliers and service providers for the provision of goods, works and services to support national and local government, and public services operations, in accordance with principles and procedures established in the public rules.

PROPOSED ACTION:

Staff recommends approval of the attached Resolution authorizing City Manager to execute all related documents to effectuate the purchases for FY2020-2021 with Office Depot Inc., NIGP SEFL Coop Contract RFP #19-12R.

ATTACHMENT(S):

Exhibit 1 – Resolution

Exhibit 2 – SEFL Coop\OMNIA Parterns, LLC Contract RFP #19-12R

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