City of Hallandale Beach
City Commission Agenda Cover Memo

Meeting Date:	Item Type:		1st Reading	2nd Reading
2/3/2021	☒ **Resolution** ☐ **Ordinance** ☐ **Other**	Ordinance Reading	**N/A**	**N/A**
		Public Hearing	☐	☐
File No.:		Advertising Required	☐	☐
20-456		Quasi Judicial:	☐	☐

Fiscal Impact ($):	Account Balance ($):	Funding Source:	Project Number :
$75,000	**$88,926 (Including Encumbrance of $49,999)**	**4410-552240**	**N/A**

Contract/P.O. Required		RFP/RFQ/Bid Number:	Sponsor Name:	Department:
☒ **Yes**	☐ **No**	**RFP602971-17/BJC – Purchase of Automotive Parts and Supplies**	**Jeff Odoms, Interim Director**	**Public Works**

Strategic Plan Focus Areas:		
☒ **Finance & Budget**	☐ **Organizational Capacity**	☐ **Infrastructure/Projects**

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 PURCHASE FROM THE PARTS HOUSE FOR AUTOMOTIVE PARTS FOR AN AMOUNT NOT TO EXCEED SEVENTY-FIVE THOUSAND DOLLARS ($75,000) UTILIZING TERMS OF SEMINOLE COUNTY, FLORIDA CONTRACT; AND PROVIDING AN EFFECTIVE DATE

STAFF SUMMARY:

Summary:

Staff seeks the City Commission's approval of the attached Resolution authorizing the City Manager to purchase automotive parts and supplies from approved vendors, utilizing the Seminole County Contract – RFP-60291-17/BJC (Exhibit 2) in a total amount not-to-exceed seventy five thousand dollars ($75,000), and authorizing the City Manager to execute all related documents to effectuate the purchase of automotive parts and supplies for FY 2020-2021.

Background:

In October 2017, the Seminole County issued a solicitation to establish multiple contracts with several vendors for the provision of various types of new parts and/or new replacement parts on an as-needed basis for vehicles and operating equipment. This is an indefinite quantity contract to be used on an as-needed basis. The County did not guarantee a minimum or maximum dollar amount to be expended on any contract(s) resulting from this RFP. The County awarded the RFP-60291-17/BJC to The Parts House among other vendors(THP) (Exhibit 3):

The term of the original contract expires on November 30, 2020. Seminole County has approved a one-year renewal until November 31, 2021 (Exhibit 4).

Current Situation:

The estimated expenditure with The Parts House is $75,000, $49,999 of which has already been encumbered. This total amounts exceed the City Manager's administrative spending authority.

Why Action is Necessary:

Pursuant to Chapter 23, Section 23-8 Exception to Bid Requirements, (6) Bids and Contracts from Other entities, 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:

By utilizing another entity's contract, the Fleet Division seeks to find better prices for automotive parts by having a wider selection of vendors to buy from.

PROPOSED ACTION:

The City Commission consider the attached Resolution authorizing the City Manager to purchase automotive parts and supplies, from approved vendors, utilizing the Seminole County Contract – RFP-60291-17/BJC (Exhibit 2) in a total amount not-to-exceed seventy five thousand dollars ($75,000), and authorizing the City Manager to execute all related documents to effectuate the purchase of automotive parts and supplies for FY 2020-2021.

ATTACHMENT(S):

Exhibit 1 – Resolution
Exhibit 2 – RFP-3602971-17 – Term Contract for the Purchase of Automotive Parts and Supplies
Exhibit 3 – Awarded Vendors
Exhibit 4 – Renewal No. 1
Exhibit 5 – Cost Proposal from The Parts House

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        Assistant Director of Public Works

Approved By: *Jeff Odoms*
        Jeff Odoms
        Interim Director of Public Works