



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
10/6/2021	<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Other	Ordinance Reading	NA	NA
		Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
		Advertising Required	<input type="checkbox"/>	<input type="checkbox"/>
		Quasi-Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
File No.:				
21-286				
Fiscal Impact (\$):	Account Balance (\$):	Funding Source:	Project Number:	
\$73,450	Various accounts	Various accounts	NA	
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 checked="" type="checkbox"/> Finance & Budget		<input type="checkbox"/> Organizational Capacity		<input type="checkbox"/> Infrastructure/Projects
Implementation Timeline:				
Estimated Start Date: 10/1/2021 Estimated End Date: 9/30/2022				

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 SEVENTY THREE THOUSAND FOUR HUNDRED FIFTY (\$73,450.00) DOLLARS; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL RELATED DOCUMENTS TO EFFECTUATE THE PURCHASE; AND PROVIDING AN EFFECTIVE DATE.

STAFF SUMMARY:

Summary:

Staff seeks City Commission approval to purchase various items through the contract with Office Depot, Inc. utilizing the National Institute of Governmental Purchase (NIGP) Southeast Florida Governmental Purchasing Co-operative Group (SEFL) Contract RFP #19-12R.

Background:

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 Coop), the 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. for \$73,450.

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 2021-2022 the following expenditures have been requested by Departments for Office Depot, Inc., Contract RFP #19-12R:

DEPARTMENT	AMOUNT NOT TO EXCEED DURING FY 2021-2022
Budget and Program Monitoring	\$1,200.00
City Attorney	\$1,900.00

City Clerk	\$0.00
City Commission	\$0.00
City Manager	\$3,400.00
CRA	\$0.00
Development Services\Planning & Zoning Division/Building Department	\$8,700.00
Finance and Utility	\$4,000.00
Grants	\$600.00
Human Resources\Risk Manager	\$2,200.00
Human Services (Special Events, ASP Project & Senior Mini Grant)	\$7,700.00
Innovation Technology	\$5,000.00
Parks (Various Divisions/Programs)	\$8,000.00
Police (Various Divisions/Programs)	\$16,000.00
Procurement	\$2,000.00
Public Works/CIP	\$9,750.00
Contingency for unanticipated purchases	\$3,000.00
TOTAL FOR FY 2021-2022	\$73,450.00

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 the City Manager to execute all related documents to effectuate the purchases for FY20201-2022 with Office Depot Inc., NIGP SEFL Coop Contract RFP #19-12R in the amount of \$73,450.

ATTACHMENT(S):

Exhibit 1 – Proposed Resolution/Ordinance

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

Prepared By: Andrea Lues

Andrea Lues
Procurement Director

Reviewed By: Noemy Sandoval

Noemy Sandoval
Assistant City Manager

Approved By: Jeremy Earle

Dr. Jeremy Earle
City Manager