



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.:						
21-288						
Fiscal Impact (\$):		Account Balance (\$):	Funding Source:	Project Number :		
\$106,945		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	Florida Department of Management Services - State of Florida and National Association of State Procurement Official [Contract # 44000000-NASPO-19-ACS Contract Copiers & Managed Print Services CIT Bank\Toshiba America Business Solutions, 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 STATE OF FLORIDA/NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIAL – NP-18-001 CONTRACT WITH TOSHIBA BUSINESS SOLUTIONS FOR THE LEASE OF COPIERS AND THE PURCHASE OF SUPPLIES, AND MAINTENANCE SERVICES FOR ALL COPIERS, AND PAPER CUT SOFTWARE FOR AN AMOUNT NOT TO EXCEED ONE HUNDRED SIX THOUSAND NINE HUNDRED FORTY-FIVE (\$106,945) 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 effectuate purchases with Toshiba Business Solutions utilizing the Florida Department of Management Services - State of Florida /National Association of State Procurement Official – 44000000-NASPO-19-ACS Contract - Copiers & Managed Print Services with Toshiba America Business Solutions, Inc. for FY2021/2022.

Background:

The Procurement Department facilitates the purchase of specific commodities that the City procures annually through cooperative purchasing. The primary role of public procurement is to obtain quality goods and services to support effective and efficient government ensuring the prudent use of public funds. 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 Florida Department of Management Services State of Florida and National Association of State Procurement Official State of Florida/National know as (NASPO Value Point) awarded to Toshiba America Business Solutions as described below, for \$106,945.

For FY2021-2022 the City of Hallandale Beach will utilize the Florida Department of Management Services - State of Florida /National Association of State Procurement Official – 44000000-NASPO-19-ACS Contract - Copiers & Managed Print Services with Toshiba America Business Solutions, Inc., for:

- a. Lease of multifunction devices includes copiers lease and per copy costs only (staples and paper are not included in the copier lease costs. Cost of staples for copiers are budgeted by each Department that has a copier in their department);
- b. Purchase of supplies and maintenance services for all printing devices (copiers and printers); and,
- c. Papercut software maintenance.

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 Florida Department of Management Services - State of Florida and National Association of State Procurement Official – Contract #44000000-NASPO-19-ACS - Copiers & Managed Print Service, 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’s request for FY2021-2022 Toshiba America Business Solutions, Inc., is as follows:

PROCUREMENT	AMOUNT NOT TO EXCEED DURING FY 2021-2022
Budget and Program Monitoring	No Copier
City Attorney	\$2,805.00
City Clerk	\$0.00
City Commission	\$0.00
City Manager	\$0.00
CRA	No Copier
Development Services/Planning & Zoning Division/Building Department	\$2,000.00
Finance and Utility	\$0.00
Human Resources/Risk Manager	\$0.00
Human Services (Special Events, ASP Project & Senior Mini Grant)	\$3,000.00
Innovation Technology	\$18,760.00
Parks (Various Division/Programs)	\$10,075.00
Police (Various Division Programs) (1 st and 2 nd floors)	\$11,900.00
Procurement City Hall Municipal Complex - 1 st Floor: Finance, Development Services - Building Area Copier Room, Human Resources Area 2 nd Floor: City Manager Office and Copier/Mail Machine Room	\$37,000.00
Public Works\CIP	\$12,790.00
Police Athletic League (PAL)	\$3,615.00
Contingency for unanticipated purchases	\$5,000.00
TOTAL FOR FY 2021-2022	\$106,945.00

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:

Public procurement professionals add value to every government program by providing efficient delivery of products and services; obtaining best value through competition; offering fair and equitable competitive contracting opportunities for suppliers; and maintaining public confidence through ethical and transparent procurement practices.

PROPOSED ACTION:

Staff recommends approval of the attached Resolution authorizing City Manager to execute all related documents to effectuate the purchases for FY2021-2022 with Toshiba Business Solutions in the amount of \$106,945.

ATTACHMENT(S):

Exhibit 1 - Proposed Resolution

Exhibit 2 - NASPO-19-ACS Contract - Copiers & Managed Print Services

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