



**Hallandale Beach**  
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400 South Federal Hwy  
Hallandale Beach, FL 33009

## City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	Item Type:		1 <sup>st</sup> Reading	2 <sup>nd</sup> Reading
<b>11/17/2021</b>	<input checked="" type="checkbox"/> <b>Resolution</b> <input type="checkbox"/> <b>Ordinance</b> <input type="checkbox"/> <b>Other</b>	Ordinance Reading	<b>N/A</b>	<b>N/A</b>
		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.:				
<b>21-383</b>				
Fiscal Impact (\$):	Account Balance (\$):	Funding Source:	Project Number :	
<b>\$80,000</b>	<b>\$360,000</b>	<b>4410-552240 – Motor Vehicle Pars &amp; Supplies</b>	<b>N/A</b>	
Contract/P.O. Required		RFP/RFQ/Bid Number:	Sponsor Name:	Department:
<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	<b>Seminole County RPF 602971-17/BJC – Purchase of Automitive Parts &amp; Supplies</b>	<b>Jeffrey Odoms, Director</b>	<b>Public Works</b>
Strategic Plan Focus Areas:				
<input checked="" type="checkbox"/> <b>Finance &amp; Budget</b>		<input type="checkbox"/> <b>Organizational Capacity</b>		<input type="checkbox"/> <b>Infrastructure/Projects</b>
Implementation Timeline:				
Estimated Start Date: 11/17/2021    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 EIGHTY THOUSAND DOLLARS (\$80,000) 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 The Parts house (TPH), utilizing the Seminole County Contract – RFP-60291-17/BJC (Exhibit 2) in a total amount not-to-exceed eighty thousand dollars (\$80,000); and authorizing the City Manager to execute all related documents to effectuate the purchase of automotive parts and supplies for FY 2021-2022.

**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 (THP) among other vendors (Exhibit 3).

The term of the original contract expires on November 30, 2021. However, Seminole County has approved the second of two (2) one-year renewal until November 30, 2022 (Exhibit 4).

**Current Situation:**

The Parts House is the main vendor utilized to purchase inventory parts and supplies for the Fleet Division. The estimated expenditure with The Parts House for Fiscal Year 2021-2022 is \$80,000.

**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.

**Cost Benefit:**

By utilizing another entity's contract, the Fleet Division seeks to find better prices and availability for automotive parts.

**PROPOSED ACTION:**

The City Commission consider the attached Resolution.

**ATTACHMENT(S):**

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

Prepared By: Yamil Lobo  
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Fleet Manager

Reviewed By: Jeff Odoms  
Jeff Odoms  
Director of Public Works

Approved By: Noemy Sandoval  
Noemy Sandoval  
Assistant City Manager