



## City of Hallandale Beach

### City Commission Agenda Cover Memo

Meeting Date:		File No.:		Item Type:				1 <sup>st</sup> Reading	2 <sup>nd</sup> Reading
<b>9/29/2025</b>		<b>25-359</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"/>
Fiscal Impact (\$):		Account Balance (\$):				Funding Source:		Project Number:	
<b>\$124,956.00</b>		<b>Various Accounts</b>				<b>Various Accounts</b>		<b>N/A</b>	
Contract Required:		P.O. Required:		RFP/RFQ/Bid Number:		Sponsor Name:		Department:	
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<b>State of Florida Management Services / NASPO Value Point 44100000-24-NASPO-ACS Contract – Multi-Function Devices, Copiers and Related Software and Services</b>  <b>Toshiba America Business Solutions, Inc.</b>		<b>Andrea Lues, Procurement Director</b>		<b>Procurement</b>	
Strategic Plan Focus Areas:									
<input checked="" type="checkbox"/> <b>Fiscal Stability</b>		<input type="checkbox"/> <b>Resident Services</b>		<input type="checkbox"/> <b>Public Safety</b>		<input type="checkbox"/> <b>Infrastructure &amp; Mobility</b>		<input type="checkbox"/> <b>Economic Development &amp; Affordable Housing</b>	
Implementation Timeline:									
Estimated Start Date: 10/1/2025						Estimated End Date: 9/30/2026			

## **SHORT TITLE:**

**A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING UTILIZATION OF THE STATE OF FLORIDA COOPERATIVE AGREEMENT # 44100000-24-NASPO-ACS WITH TOSHIBA AMERICA BUSINESS SOLUTIONS, INC. FOR THE LEASE OF MULTIFUNCTION DEVICES, PRINTERS, PRINTING SOFTWARE AND RELATED MAINTENANCE SERVICES FOR ALL CITY COPIERS IN A NOT TO EXCEED AMOUNT OF ONE HUNDRED, TWENTY-FOUR THOUSAND, NINE HUNDRED AND FIFTY-SIX DOLLARS (\$124,956) FOR FY 2025-26; AND PROVIDING AN EFFECTIVE DATE.**

## **STAFF SUMMARY:**

### **Summary:**

The Procurement Department is bringing forth this request to City Commission on behalf of all City Departments to make purchases throughout the fiscal year to provide all core services as approved by each Departmental budget. The Procurement Department facilitates the purchase of specific commodities that the City procures annually through cooperative purchasing. The City wishes to purchase Multi-Function Devices, Copiers and Related Software and Services from Toshiba America Business Solutions, Inc. as described below, through Contract Number 44100000-24-NASPO-ACS for \$124,956.00. This resolution is being brought to the Commission because the total citywide expenditures as budgeted by each Department exceed the City Manager's threshold of \$50,000 for purchases with one (1) vendor Citywide during one (1) fiscal year.

### **Background:**

The Procurement Department is bringing forth this request to City Commission on behalf of all City Departments to make purchases throughout the fiscal year to provide all core services as approved by each Departmental budget. The City of Hallandale Beach will utilize the Florida Department of Management Services - State of Florida / National Association of State Procurement Official Contract Number 44100000-24-NASPO-ACS with Toshiba America Business Solutions, Inc., for:

- a. Lease of multifunction devices includes copiers lease and per copy costs only.
- b. Lease of desktop printers which is requested and managed by the Innovation Technology Department.
- c. 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.
- d. Supplies and maintenance services for all printing devices (copiers and printers).

The City has been utilizing Toshiba copiers since 1990 with superb customer service and no issues with the equipment. The initial term of the Toshiba contract is from August 1, 2024 through July 31, 2026 and has three (3) years of renewals available through July 31, 2029.

### **Current Situation:**

The City, through the Florida Department of Management Services - State of Florida and National Association of State Procurement Official Contract Number 44100000-24-NASPO-ACS, will use

the Toshiba America Business Solutions, Inc., contract for lease of multifunction devices, printers, and printing software. All costs include maintenance.

The following are the actual expenditures through vendor Toshiba America Business Solutions, Inc. as follows:

<b><u>Fiscal Year</u></b>	<b><u>Amount Requested</u></b>
FY 2023-2024	\$125,474.92
FY 2024-2025	\$131,911.00
FY 2025-2026	\$124,956.00

The net difference between FY 2024-2025 and FY 2025-2026 is a decrease of \$6,955.00.

**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:**

The City Commission considers the attached Resolution.

**ATTACHMENT(S):**

Exhibit 1 – Proposed Resolution

Exhibit 2 – State of Florida Department of Management Services/NASPO ValuePoint 44100000-24-NASPO-ACS Contract

Prepared By: Andrea Lues

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Reviewed By: Noemy Sandoval

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Assistant City Manager