

STATEMENT OF BUDGET IMPACT
(Policy Number 94-45)
Budgetary Review of Proposed Resolution &
Ordinances with Financial Implication

Date: October 3, 2014

File: BIS 15-007

File: 559

Proposed Legislation:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE THE ATTACHED BLANKET PURCHASE ORDER RENEWING THE AGREEMENT BETWEEN OFFICE DEPOT, INC. AND THE CITY OF HOLLYWOOD, FOR A ONE YEAR PERIOD BASED UPON THE SOUTHEAST FLORIDA GOVERNMENTAL PURCHASING COOPERATIVE AWARD TO PROVIDE AN OFFICE SUPPLY PROCUREMENT PROGRAM IN AN ESTIMATED ANNUAL AMOUNT OF \$145,000.00.

Statement of Budget Impact:

1. ☐ No Budget Impact associated with this action;
2. ☒ Sufficient budgetary resources identified/available;
3. ☐ Budgetary resources not identified/unavailable;
4. ☐ Potential Revenue is possible with this action;
5. ☒ Will not increase the cost of Housing;
6. ☐ May increase the cost of Housing; (CDAB review required)

Explanation:

This Resolution seeks authorization for the appropriate City Officials to execute and issue a blanket purchase order to Office Depot, Inc. from the City of Hollywood to provide an office supply procurement program. Previously, the City of Tamarac, Florida, as the lead agency for the Southeast Florida Governmental Purchasing Cooperative, issued Request for Proposal (RFP) Number RFP-13-23R for an office supply program. On October 9, 2013, the Tamarac City Commission, via its Resolution, R-2013-110, awarded the bid for RFP-12-23R to Office Depot, Inc. utilizing the pricing provided through the State of Florida's State Term Contract #618-000-11-1 which contained an initial one (1) year term with a provision for two (2) additional one (1) renewal periods. This will be the second one-year term. Additionally, the office supply procurement program, as negotiated by the Southeast Florida Governmental Purchasing

Cooperative, establishes contingency pricing amounts for the various office supply items contained in the procurement program should the State of Florida decide not to renew its contract with Office Depot pursuant to State Term Contract #618-000-11-1. The estimated annual cost for the office supplies to be procured through this procurement program is \$145,000.00.

The City's Purchasing Ordinance in §38.46 provides that the Purchasing Director is authorized to join with other governmental entities in cooperative purchasing plans when it is in the best interest of the City to participate.

Funding for the various office supplies available through the office supply procurement program is available in various Office Supplies line item accounts in the operating budgets of the City's Offices and Departments as adopted and approved pursuant to the FY 2015 Operating Budget. Funding for office supplies to be procured through this supply program in FY 2015 was approved as part of the adopted FY 2015 Operating Budget by the City Commission.

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