



Office of the Town Manager

Rafael G. Casals
Town Manager

MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager

Date: July 19, 2017

Re: National Joint Powers Alliance (NJPA) Membership & Participation

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, AUTHORIZING THE TOWN MANAGER TO EXECUTE AN AGREEMENT FOR MEMBERSHIP AND PARTICIPATION IN THE NATIONAL JOINT POWERS ALLIANCE (NJPA), A NATIONAL COOPERATIVE PURCHASING SYSTEM, FOR THE PROCUREMENT OF OFFICE SUPPLIES; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

On March 16, 2006, the Town Council adopted Resolution No. 06-29 relating to procurement and providing for a determination of impracticability as to competitive bidding and authorizing the Interim Town Manager to lease or purchase office furniture, supplies, and equipment not to exceed \$2,000 per vendor. The purpose of this resolution was to assist the Town in its efforts to engage in the efficient provision of initial government services by obtaining office furniture, supplies and equipment for Town offices to streamline the conduction of Town business. (*Attachment "A"*)

On March 31, 2010, the State of Florida Department of Management Services' Division of State Purchasing (the "Department") issued an Invitation to Negotiate (ITN) No. 618-001-10-1 for Office and Educational Consumables. Upon affirmative action taken by the Department, a contract was executed between the State of Florida and three (3) designated contractors: Gulf Coast Office Products, Office Depot and Staples Contracts & Commercial, Inc. (*Attachment "B"*)

Pursuant to Section 3.10 of the Town Charter, purchases made under state purchasing contracts or contracts of other municipal or governmental entities that were awarded pursuant to competitive bids based on clearly defined specifications may not require separate competitive bidding by the Town. Thus, the Town commenced its procurement of office supplies under State of Florida Contract No. 618-000-11-1 which expired on April 17, 2017.





As it stands, the Town's current Staples Business Advantage purchasing power through the State of Florida contract has been updated and is ready for renewal with new guidelines that became effective April 18, 2017, however, the new State of Florida contract terms provide restrictions for the purchase of contracted items only. Not only do these terms and restrictions pose an inconvenience in the number of office supplies available to the Town, they are accompanied by an extreme delay in the delivery of the supplies ordered as they must be approved by the contract manager prior to order confirmation.

In order to continue to provide efficient government services to our Town residents, Town Staff recommends becoming a member and participating in the National Joint Powers Alliance (NJPA) Cooperative Contract. This agreement includes access to nationally recognized, competitively awarded cooperative contracts through public agencies; making the most efficient use of Town purchasing powers by enabling it to cooperate with other public agencies on a basis of mutual advantage and thereby providing services and facilities in a manner and pursuant to forms of governmental organization in accordance with geographic, economic, population, and other factors influencing the needs and development of our Town.

RECOMMENDATION

It is recommended that the Town Council approve the attached Resolution authorizing the Town Manager to execute an agreement for membership and participation in National Joint Powers Alliance (NJPA), a national cooperative purchasing system for the procurement of office supplies.

ATTACHMENTS

- Attachment "A" – Town Resolution 06-09
- Attachment "B" – Invitation to Negotiate 618-001-10-1

