



**CITY OF FORT LAUDERDALE  
City Commission Agenda Memo  
REGULAR MEETING**

**#15-0663**

---

**TO:** Honorable Mayor & Members of the  
Fort Lauderdale City Commission

**FROM:** Lee R. Feldman, ICMA-CM, City Manager

**DATE:** June 2, 2015

**TITLE:** Motion to Ratify Expenditures of \$24,836 and Purchase Additional Office  
Furniture – Florida State Contract 425-001-12-1 Office Furniture and Files  
- \$29,184

---

**Recommendation**

It is recommended that the City Commission ratify a previous expenditure of \$24,836 for office furniture and approve the purchase of additional office furniture in the amount of \$29,184 through the State of Florida Contract 425-001-12-1, from Compass Office Solutions LLC, an authorized dealer for Compatico, Inc.

**Background**

The Department of Sustainable Development (DSD) has exceeded the \$50,000 threshold for City Manager authority by \$24,836. DSD has purchased office furniture totaling \$74,836 (Phase 1 - \$13,003, Phase 2 - \$38,355 and Phase 3 - \$23,478) and requires an additional \$29,184 for the last phase of furniture replacement.

When created in October 2011, DSD was responsible for a combination of activities previously performed by Code Enforcement, Building, Planning, Housing and Community Development, Economic Development and the Community Redevelopment Agency. One of the reasons for the merger of resources was to use a collaborative management approach that would continue to meet the needs of our neighbors. During the larger citywide reorganization, DSD lost a number of employees to early retirement. Since October 2011, DSD has gradually hired new staff to meet the increased demands of our neighbors.

With the approved FY 2015 Budget, DSD added 11 new positions to multiple divisions, most of which are located at the Greg Brewton Sustainable Development Center. On February 17, 2015, DSD submitted a budget amendment requesting an additional 11 positions, specifically for the Building Division, totaling 22 new positions within the department.

As DSD continues to manage an increased workload, including additional strategic plan

projects and more complex initiatives, additional staffing will be required. Additional office furniture is needed to accommodate the new staff. The proposed new furniture is made from recyclable materials and is efficiently designed to better maximize office space.

Pursuant to Section 2-181(7), Code of Ordinances of the City of Fort Lauderdale, Florida, purchases will be made from the authorized dealer Compass Office Solutions LLC, in the aggregate amount of \$104,020 (\$74,836 prior expenditures and \$29,184 to be purchased) via Florida State Contract 425-001-12-1, which followed formal bid procedures of sealed written bids, public opening, and legal advertising.

As this authorization request is for a purchase ratification, staff has examined the details of this occurrence. Below is a summary of staff observations.

- The initial purchase was made via P-Card.
- The second purchase came through the purchase order (PO) process and was approved. When considered with the first purchase, this purchase brought the overall value over \$50,000.
- The third purchase came through the PO process and could have been detected by procurement as breaking the \$50,000 threshold.
- The fourth purchase came through the PO process and procurement disapproved. This was detected due to staff awareness- recognizing a pattern of purchases with the vendor.

Staff recommends the following measures to minimize future occurrences:

- Effectuating a better understanding of one-time versus ongoing purchases.
- Increasing staff training and awareness on procurement matters citywide.
- Periodic audits to ensure procurement related responsibilities are carried out in accordance with law and sound business practices.
- Providing enhanced technology tools to assist staff in performing purchasing functions.

Education, planning, counseling, encouraging advanced acquisition planning, and training are highly effective methods of preventing unauthorized purchases. Additionally, senior management support is critical to this process. Providing staff with the tools necessary is essential to achieve excellence and ensure sound purchasing practices.

**Resource Impact**

There will be a fiscal impact to the City in the amount of \$29,184.

Funds available as of May 18, 2015					
ACCOUNT NUMBER	INDEX NAME (PROGRAM)	OBJECT CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Object Code)	AVAILABLE BALANCE (Object Code)	PURCHASE AMOUNT
140-DSD034002-3925	Building Permits	Services & Materials/ Office Furniture Equipment	\$4,131,692	\$2,005,468	\$29,184

### **Strategic Connections**

This item is a *Press Play Fort Lauderdale Strategic Plan 2018* initiative, included within the Internal Support Cylinder of Excellence, specifically advancing:

- Goal 12: Be a leading government organization, managing our resources wisely and sustainably.
- Objective 3: Provide safe, efficient, and well-maintained vehicles, equipment, and facilities and integrate sustainability into daily operations.

This item advances the *Fast Forward Fort Lauderdale 2035 Vision Plan: We Are Community*.

### **Attachment**

Exhibit 1 – Florida State Contract 425-001-12-1 Office Furniture and Files

---

Prepared by:   Ginah Joseph, Procurement Specialist I  
                  Linda Blanco, Administrative Assistant I

Department Director:   Jenni Morejon, Sustainable Development