



Legislation Text

File #: 17-0189, **Version:** 1

MOTION TO AUTHORIZE THE PURCHASE OF OFFICE & CLASSROOM SUPPLIES FROM OFFICE DEPOT UTILIZING THE SOUTHEAST FLORIDA GOVERNMENTAL COOPERATIVE PURCHASING GROUP (CO-OP) BID # 13-23R/618-000-11-1, FOR A PERIOD THROUGH OCTOBER 17, 2019, FOR AN ESTIMATED ANNUAL AMOUNT OF \$400,000.

SUMMARY EXPLANATION AND BACKGROUND:

1. The City of Pembroke Pines needs to purchase office supplies to support all City and Charter School operations.
2. Currently the city purchases all office supplies from Office Depot utilizing the State of Florida Term Contract #618-000-11-1 that was approved by Commission on December 15, 2010. The term of the contract approved by Commission was set to expire on October 16, 2013.
3. The State of Florida was contacted many times by purchasing agents in Broward county requesting some direction as to whether the State Term Agreement was going to be renewed. The State of Florida could not provide an estimated time as to when a decision would be made regarding the renewal.
4. In anticipation of not having a State Term agreement in place, as the term of the contract approved by Commission was set to expire on October 16, 2013, the City of Tamarac, as the lead agency for Office Supplies on behalf of the Southeast Florida Governmental Purchasing Cooperative Group (Co-Op), decided to formally advertise and issue Request for Proposal # 13-23R in August of 2013 in order to obtain pricing and service capability information for vendors in the office supply marketplace. The solicitation resulted in a response from three (3) vendors as follows:
 - Office Depot (Two (2) Proposals)
 - Office Max
 - Staples Advantage
5. Prior to the evaluation of the responses received, the State of Florida decided to renew the Term Contract #618-000-11-1 for a one (1) year period effective October 18, 2013 with two (2) additional one year renewal options. The City of Pembroke Pines continued using the renewed Term Contract #618-000-11-1 to purchase office supplies.
6. As a result, on February 5, 2014, the City Commission approved a motion to continue using the State of Florida Term Contract #618-000-11-1 with Office Depot for the purchase of all office supplies. The term of the contract approved by Commission was set to expire on April 17, 2017.
7. The City is now seeking approval to use the Co-Op Bid # 13-23R/618-000-11-1 which was awarded to Office Depot.

8. The Co-Op Bid # 13-23R/618-000-11-1 includes both a primary pricing schedule and pricing awarded by the State of Florida on its Term Contract # 618-000-11-1, with the provision that the most advantageous pricing during the term of the Agreement may be used. In addition, Office Depot has agreed to allow the Co-Op to use pricing resulting from a new State of Florida Agreement after April 17, 2017, or pricing from the other primary pricing schedule, whichever is the most advantageous to the Co-Op.

9. The new Co-Op agreement will also provide the City with additional discounted office supply items that are not available on the State of Florida Agreement.

10. Recommend Commission to authorize the purchase of Office and Classroom supplies from Office Depot utilizing the Southeast Florida Governmental Cooperative Purchasing Group (Co-Op) Bid # 13-23R/618-000-11-1 for an estimated yearly amount of \$400,000.

FINANCIAL IMPACT DETAIL:

- a) **Initial Cost:** \$400,000 estimated yearly amount.
- b) **Amount budgeted for this item in Account No:** Each department and charter school has a budget for purchasing office supplies that is generally coded to object code # 51100 (Office Supplies).
- c) **Source of funding for difference, if not fully budgeted:** Not Applicable.
- d) **5 year projection of the operational cost of the project:** The estimated annual cost of \$400,000 will be for each year up to October 17, 2019. The amount spent each year can fluctuate based on changes in department needs.
- e) **Detail of additional staff requirements:** Not Applicable.