



Legislation Text

File #: 20-0050, Version: 1

MOTION TO AUTHORIZE THE PURCHASE OF OFFICE SUPPLIES, PRODUCTS AND RELATED SERVICES FROM OFFICE DEPOT UTILIZING THE SOUTHEAST FLORIDA GOVERNMENTAL COOPERATIVE PURCHASING GROUP (CO-OP) BID # 19-12R, FOR A PERIOD THROUGH OCTOBER 13, 2023, FOR AN ESTIMATED ANNUAL AMOUNT NOT TO EXCEED \$400,000.

PROCUREMENT PROCESS TAKEN:

- ***Chapter 35 of the City's Code of Ordinance is titled "PROCUREMENT PROCEDURES, PUBLIC FUNDS."***
- ***Section 35.18 of the City's Code of Ordinances is titled "COMPETITIVE BIDDING OR COMPETITIVE PROPOSALS REQUIRED; EXCEPTIONS."***
- ***Section 35.18(C) states that "Only the following situations are exempt from the competitive bid and competitive proposal requirements of this section:"***
- ***Pursuant to Section 35.18(C)(6) of the City's Code of Ordinances, "Cooperative purchasing plans are exempt from this section."***
- ***Section 35.21(A)(1) states, "An initial purchase of, or contract for, commodities or services, in excess of \$25,000, shall require the approval of the City Commission, regardless of whether the competitive bidding or competitive proposal procedures were followed."***

SUMMARY EXPLANATION AND BACKGROUND:

1. The City of Pembroke Pines needs to purchase office supplies to support all City and Charter School operations.
2. The City currently purchases office supplies from various vendors, including Office Depot utilizing the Southeast Florida Governmental Cooperative Purchasing Group (Co-Op) Bid # 13-23R/618-000-11-1, that was approved by Commission on April 19, 2017.
3. The City of Tamarac, acting as lead agency for the Southeast Florida Governmental Cooperative Purchasing Group and for the Omnia Partners, LLC (formerly National IPA) national consortium, recently awarded a new contract as a result of RFP # 19-12R to Office Depot, Inc.
4. The new agreement is for an initial four year period ending on October 13, 2023, and has one additional four year renewal term.
5. Pricing on the new Agreement is fairly similar to the current pricing being paid by the City under the current contract with Office Depot. In addition, the new agreement provides additional category

discounts to the City.

6. Recommend Commission to authorize the purchase of office supplies, products and related services from Office Depot utilizing the Southeast Florida Governmental Cooperative Purchasing Group (Co-Op) BID # 19-12R, for a period through October 13, 2023, for an estimated annual amount not to exceed \$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 new agreement is for an initial four year period ending on October 13, 2023, and has one additional four year renewal term.

	Current FY	Year 2	Year 3	Year 4	Year 5
Revenues	\$0	\$0	\$0	\$0	N/A
Expenditures	\$400,000	\$400,000	\$400,000	\$400,000	N/A
Net Cost	\$400,000	\$400,000	\$400,000	\$400,000	N/A

e) Detail of additional staff requirements: Not Applicable.