

## MEMORANDUM

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Purchasing #17-002  
October 10, 2016

To: Mark Berman, City Attorney

Through: Otis J. Thomas, General Services Director *OT*

From: Cassandra LeMasurier, Purchasing Supervisor *CL*

Subject: Ordinance Requested, Approval to Purchase Office Supplies As Needed Per Southeast Florida Governmental Purchasing Cooperative Contract 13-23R From Awarded Vendor Office Depot, Inc.

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The City purchases various office supply items as needed from Office Depot. Previously we had used Florida State Contract 618-000-11-1 which expires October 17, 2016 for these purchases. The Southeast Florida Governmental Purchasing Cooperative, with the City of Tamarac acting as lead agency, has a contract with Office Depot awarded with a competitive solicitation that the City may utilize as a participating agency. The contract is valid through October 17, 2019. An Ordinance is being requested due to the contract period being more than one year in duration. Based on past usage annual expenditures for office supplies are anticipated to be \$163,000 per year.

Please prepare an Ordinance for the Commission approving the use of the City of Tamarac Office Supply contract 13-23R awarded to Office Depot for the purchase of office supplies as needed. Attached is an email from the City of Tamarac confirming the City of Pompano Beach may participate in this Cooperative contract and a copy of the City of Tamarac contract 13-23R issued on behalf of the Southeast Florida Governmental Purchasing Cooperative participating agencies.

Contact me if you require further information.

As always, thanks for your assistance.

enclosures