

MEMORANDUM

Purchasing #19-057
September 26, 2019

To: Gregory P. Harrison, City Manager

Through: Jill Klaskin Press, Acting General Services Director

From: Jeff English, Purchasing Agent

Subject: Approve Award of the City of Tamarac Co-op RFP #19-12R for Office Supplies

Contract Need/Background

The City of Tamarac issued a bid for “Office Supplies” as the lead agency for the Southeast Governmental Purchasing Cooperative, on behalf of participating governmental agencies. Formal approval is required for the City to purchase supplies from the awarded vendor Office Depot. The contract is valid through October 13, 2023, with possible renewal periods as stated in the bid specifications. Based on past usage, annual expenditures for office supply purchases City-wide may total \$165,000.00 per year. City Commission approval of this contract award is requested.

Attached you will find a copy of the solicitation documents from the City of Tamarac.

Funding

The contract will be funded from various City accounts. Based on past usage, annual expenditures for office supply purchases City-wide may total \$165,000.00 per year.

Award Recommendation

After a review of the City of Tamarac RFP results, it is recommended that Office Depot be awarded a contract for the purchase of Office Supplies. as needed, at the unit prices bid.

cc: File