



Cover Memorandum/Staff Report

File #: 19-1124

Agenda Date: 12/3/2019

Item #: 6.F.1.

TO: Mayor and Commissioners
FROM: Jennifer Alvarez, Purchasing Director
THROUGH: Neal de Jesus, Interim City Manager
DATE: December 3, 2019

RESOLUTION NO. 194-19 TO APPROVE AN AGREEMENT WITH OFFICE DEPOT FOR OFFICE SUPPLIES, PRODUCTS AND RELATED SERVICES; UTILIZING THE CITY OF TAMARAC SOLICITATION 19-12R - \$800,000

Recommended Action:

Motion to Approve Resolution No. 194-19 to award an agreement with Office Depot, Inc. for citywide office supplies utilizing the City of Tamarac Contract No. 19-12R in the estimated amount of \$800,000, and authorize the City Manager to approve renewal options, in the amounts below, contingent upon appropriation of funds.

Background:

On October 14, 2019, the City of Tamarac awarded a competitive contract for Office Supplies to Office Depot, Inc. The contract includes office supplies, paper/ink/toner, office furniture, IT peripherals and other office-related commodities. The City of Delray Beach in need of an agreement for the purchase of office supplies and furniture citywide. Office Depot has been providing these services to the City for five years, and has established multiple sustainability programs including offering numerous environmentally friendly products. Each City department is funded for needed office supply and furniture expenditures.

ESTIMATED AGREEMENT VALUE	
Initial Term: Approval Date through October 13, 2023	\$800,000
Renewal Option: October 14, 2023 - October 13, 2027	\$800,000

This motion is in accordance with the Code of Ordinances Chapter 36, Commission Approval Required and Purchasing Policies, Accessing Contracts from Other Government Agencies and Not-for-Profit Organizations.

Attachments:

Legal Review Checklist
Tamarac Executed Agreement
Tamarac Pricing
Tamarac Addendum
Tamarac AZ Compliance and Questionnaire
City Department Expenditures

Resolution

Vendor Signed Agreement

City Attorney Review:

Approved as to form and legal sufficiency on November 7, 2019.

Funding Source/Financial Impact:

Funding is available from the following account numbers:

001-24-240-524-51.10
001-24-000-524-51.10
001-24-240-524-51.15
001-24-000-524-51.15
118-54-530-554-51.15
551-13-041-513-52-20
551-17-020-513-51-15
551-17-020-513-52-20
551-13-030-513-51.15
001.16.000.516.51-15
001-11-000-511-51.15
001-26-200-515-51.15
001-26-200-515-51.10
441-36-000-536-51-10
441-36-250-536-51-10
441-36-250-536-51-15
441-36-000-536-51-15
441-36-000-536-51-20
441-36-256-536-51-10
441-36-256-536-51-15
441-36-257-536-51-10
441-36-257-536-51-15
441-36-257-536-51-20
441-36-259-536-51-10
441-36-259-536-51-15
441-36-259-536-51-20
441-36-270-536-51-10
441-36-270-536-51-15
441-36-283-536-51-15
441-36-283-536-51-10
441-37-000-537-51-10
001-21-110-521.51-15
001-21-110-521.47-11
001-21-110-521.48-16
001-21-110-521.51-10
001-21-110-521.51-20
001-21-150-521.51-15
001-21-150-521.47-11
001-21-150-521.48-16
001-21-150-521.51-10

001-21-150-521.51-20
001-22-000-522.51-10
001-22-000-522-51.15
001-12-000-512.51-15
001-12-000-512.51-10
001-19-000-513.51-15
001-15-000-512-51-20
001-13-000-513-51.15