



Legislation Details (With Text)

File #: 17-027 **Version:** 1 **Name:**
Type: Purchasing **Status:** Agenda Ready
File created: 12/19/2016 **In control:** City Commission
On agenda: 1/10/2017 **Final action:**
Title: APPROVAL OF AN AGREEMENT WITH OFFICE DEPOT, INC. UTILIZING THE STATE OF FLORIDA CONTRACT NO. 618-000-11-1
Sponsors: Purchasing Department
Indexes:
Code sections:
Attachments: 1. Contract 618-000-11-1, 2. Best Price Certification

Date	Ver.	Action By	Action	Result
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TO: Mayor and Commissioners
FROM: Theresa Webb, Chief Purchasing Officer
THROUGH: Chief Neal deJesus, Interim City Manager
DATE: January 10, 2017

APPROVAL OF AN AGREEMENT WITH OFFICE DEPOT, INC. UTILIZING THE STATE OF FLORIDA CONTRACT NO. 618-000-11-1

Recommended Action:

Motion to Approve an Agreement with Office Depot, Inc. for office supplies through April 17, 2017 in an amount not-to-exceed \$75,000 utilizing the State of Florida Term Contract No. 618-000-11-1.

Background:

On October 13, 2013 the State of Florida, Department of Management Services issued a contract with Office Depot, Inc. for office and educational consumables. The contract is valid from October 13, 2013 through April 17, 2017. The State Term Contract 618-000-11-1 offers the City the ability to purchase office supplies on an as-needed, for just-in-time delivery, and at competitive rates. Office Depot has provided these items under contract to the City previously and has performed satisfactorily.

This recommendation complies with the City Code of Ordinances, Chapter 36, Section 36.02 (C)(7), "*Utilization of Other Governmental Entities' Contracts*".

City Attorney Review:

Approved as to form and legal sufficiency.

Finance Department Review:

Finance recommends approval.

Funding Source:

Funding is available from various operating accounts in the approved FY 2016 budget.