



## Legislation Text

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File #: 17-299, Version: 1

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**TO:** Mayor and Commissioners  
**FROM:** Theresa Webb, Chief Purchasing Officer  
**THROUGH:** Chief Neal de Jesus, Interim City Manager  
**DATE:** April 4, 2017

APPROVAL OF AGREEMENT WITH OFFICE DEPOT, INC. UTILIZING THE CITY OF TAMARAC'S OFFICE SUPPLY NEEDS AGREEMENT

**Recommended Action:**

Motion to Approve an Agreement with Office Depot, Inc. for office supplies through October 17, 2019 in an annual amount not-to-exceed \$130,000 utilizing the City of Tamarac's Office Supply Needs Agreement (RFP 13-23R)

**Background:**

On October 18, 2013, the City of Tamarac issued a contract with Office Depot, Inc. on behalf of the South East Florida Governmental Purchasing Cooperative (Cooperative) member agencies for Office Supply Needs (RFP 13-23R). The Cooperative member governmental agencies include the City of Delray Beach, Broward County, City of Ft. Lauderdale, Greenacres, City of Boca Raton, South Florida Regional Transportation Authority, and others. The initial contract term was valid from October 18, 2013 through October 17, 2016. On September 28, 2016, The City of Tamarac renewed the contract term through October 17, 2019. This Office Supply Needs Agreement offers the City the ability to purchase office supplies at competitive pricing based upon the collective annual spend for office supplies of over \$2M by the participating member agencies.

Staff is requesting approval of an annual amount not-to-exceed \$130,000 based upon the past 2 year's spend for office supplies and projections for FY2017 (\$56,000 current spend for five months equals \$11,200 per month/ \$134,400 per year).

FY2015 - \$97,879.71  
FY2016 - \$126,761.43  
YTD FY2017 - \$55,988.63

This award is in accordance with the 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 budget.