



TO: Honorable Mayor & Members of the
Fort Lauderdale City Commission

FROM: Lee R. Feldman, ICMA-CM, City Manager

DATE: June 16, 2015

TITLE: Motion to Approve Contracts for Citywide Printer Supplies – CVR
Computer Supplies, Inc. and The Office Pal Inc - \$82,000 (one year cost)

Recommendation

It is recommended that the City Commission award three-year contracts, in substantially the forms attached, for the purchase of printer supplies to CVR Computer Supplies, Inc. for Brother, Canon, Hewlett Packard, Lexmark and Ricoh brand items in the annual amount of \$55,725; for the purchase of printer supplies to The Office Pal Inc for Dell, Epson, Panasonic and Xerox brand items in the annual amount of \$26,275; and authorize the City Manager to approve one, one-year renewal option for each contract, contingent upon appropriation of funds.

Background

The City of Fort Lauderdale has various makes and models of printers located at multiple facilities throughout the City. Utilizing the bid process for printer supplies allows for better pricing than the existing office supply contract. On March 4, 2015 bid number 752-11575 closed with twelve responses. Awarding to two vendors by lowest cost per group (manufacturer) instead of to the low responsible bidder, pursuant to Section 2-185, Code of Ordinances of the City of Fort Lauderdale, Florida, will ensure the most cost savings for the City.

Resource Impact

Purchases are made on an as-needed basis and charged to individual budgets per available funds and in accordance with unit pricing.

Strategic Connections

This item is a *Press Play Fort Lauderdale Strategic Plan 2018* initiative, included within the Internal Support Cylinder of Excellence, specifically advancing:

- Goal 12: Be a leading government organization, managing resources wisely and sustainably.
- Objective 1: Ensure sound fiscal management

This item advances the *Fast Forward Fort Lauderdale Vision Plan 2035: We are United*.

Attachment

Exhibit 1 – Bid Tabulation

Exhibit 2 – CVR Agreement

Exhibit 3 – Office Pal Agreement

Prepared by: AnnDebra Diaz, Procurement Specialist II
Linda Blanco, Administrative Assistant I

Department Director: Mike Maier, Information Technology Services