



**CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING**

#13-1301

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

FROM: Lee Feldman, ICMA-CM, City Manager

DATE: October 1, 2013

TITLE: Motion to approve a 15-month contract for office supplies – \$537,000

Recommendation

It is recommended that the City Commission award a 15-month contract for the purchase of miscellaneous office supplies to The Staples Corporation (Staples) in the estimated amount of \$537,000 utilizing the Western States Contracting Alliance – National Association of State Procurement Officials (WSCA-NASPO) contract.

Background

WSCA-NASPO is a cooperative group-contracting consortium for government entities in all 50 states. In May 2009 the State of Oregon issued a Request for Proposals for office supplies, toner, paper and recycled products. The solicitation was based on a \$59 million annual spend for the states of Alaska, Colorado, Idaho, Nevada and Utah. Award was made to three proposers; Metro Office Solutions, Office Max and Staples based on discount from list pricing. The contract expires on January 4, 2015 and has no remaining extension options.

At this time, the State of Florida has not renewed their contract with Office Depot, the incumbent vendor, which expires on October 17, 2013. In order to continue office supply services, staff is recommending awarding to Staples. Staples has reviewed the City's current top 50 purchased items over the previous year, and would be able to provide approximately a 17% savings over the current State of Florida contract with Office Depot. The WSCA-NASPO contract offers 45 different category discounts verses the State of Florida contract offering nine difference category discounts.

This is a request for the City Commission to award a contract for the purchase of miscellaneous office supplies and other miscellaneous supplies as needed by operating City departments and offices.

Resource Impact

Purchases are made on an "as needed" basis and will be charged to individual budgets per available FY 2014 funds, and will be contingent upon the approval and appropriation of the FY 2015 annual budget.

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