



CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING

#17-0346

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

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

DATE: April 19, 2017

TITLE: Motion to Approve Purchase of Office Supplies via the Southeast Florida
Governmental Purchasing Cooperative Contract - Office Depot, Inc. -
\$1,241,677 (estimated three-year total)

Recommendation

It is recommended that the City Commission approve the purchase of office supplies via the Southeast Florida Governmental Purchasing Cooperative (Co-op) contract provided by the National Intergovernmental Purchasing Alliance (National IPA) and the City of Tamarac (Contract No. 13-23R) with Office Depot, Inc. (ODI) in the estimated three-year amount of \$1,241,677 and approve an addendum to the Co-op contract, in substantially the form attached.

Background

This is a Co-op contract that expires on October 17, 2019 with the City of Tamarac acting as lead agency. The City of Fort Lauderdale, along with 26 other municipalities, anticipates purchasing from this contract. The products contained in this bid were determined by City of Tamarac and the National IPA, as well as by participating agency members, and represents products used by the majority of the cooperative purchasing group. The proposed addendum will supplement Contract No. 13-23R with Scrutinized Companies language required per Florida Statute 287.135 for contracts of goods or services of \$1 million dollars or more.

ODI will supply office supplies and other miscellaneous supplies as needed by operating City departments and offices.

Pursuant to Section 2-198, Code of Ordinances of the City of Fort Lauderdale, Florida, "[t]he city manager or the city manager's designee shall have the authority to join with other units of government in cooperative purchasing plans when the best interest of the city would be served thereby."

Resource Impact

There will be a current fiscal impact to the City in the amount of \$580,328. Exhibit 1 is a list of individual budgeted funds.

Strategic Connections

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

- **Goal 12:** Be a leading government organization managing resources wisely and sustainably.
- **Objective 2:** Achieve excellent procurement services through technological advancements, improved procedures and outreach programs.
- **Initiative 4:** Develop a policy for sustainable product purchasing

This item advances the *Fast Forward Fort Lauderdale 2018 Vision Plan: We Are United*.

Attachments

Exhibit 1 – Budgeted Funds

Exhibit 2 – Bid Tabulation and Evaluation Totals

Exhibit 3 – Contract Award

Exhibit 4 – Addendum

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