



*OFFICE SUPPLIES (City of Tamarac):13-23R*  
Executive Summary

**Lead Agency:** City of Tamarac, FL

**Solicitation:** 13-23R Office Supplies for the Southeast Florida Governmental Purchasing Cooperative

**RFP Issued:** August 6, 2013

**Pre-Proposal Date:** No Pre-Proposal Conference

**Response Due Date:** August 21, 2013

**Proposals Received:** 4

**Awarded to:**

The City of Tamarac Department of Procurement issued RFP 13-23R on August 6, 2013, to furnish Office Supplies for the City of Tamarac and other governmental entities under the Southeast Florida Governmental Purchasing Cooperative.

**Cooperative purchasing language:**

Approved on September 28, 2016, Resolution No. R-2016-107, the City Commission of the City of Tamarac, FL approved agreement and authorized the appropriate city officials to execute an agreement with National Intergovernmental to mutually utilize the City of Tamarac agreement as the primary agreement for office supplies to National IPA members in the United States and other countries (Resolution No. R-2016-107, Section 3.).

Resolution No. R-2016-107, Agreement Amendment #1, 2. *The following new sections shall be added to the Agreement: "21. The Contractor and the City shall extend this Agreement to other public sector entities ("entities") within the State of Florida, including, but not limited to, agencies, school districts, universities, community colleges, counties, cities, towns, villages, and special districts. Purchases may be made under the terms and conditions of this Agreement by governmental and educational entities located outside the State of Florida."*

Notice of the solicitation was sent to potential offerors, as well as advertised in the following:

- Sun Sentinel , Fort Lauderdale, FL
- Online Internet posting – City of Tamarac, FL

On August 21, 2013 proposals were received from the following offerors:

- Office Depot (2 Proposals)
- OfficeMax
- Staples Advantage

The City of Tamarac granted offerors the ability to include base and alternate proposals.

The proposals were evaluated by an evaluation committee member agencies of the Southeast Florida Governmental Purchasing Cooperative (City of Coral Springs, City of Tamarac, Town of Davie, and City of Greenacres). Using the evaluation criteria established in the RFP, the committee evaluated and ranked proposals based on the most advantageous with "1" being the highest ranking.

The City of Tamarac executed the agreement with a contract effective date of October 18, 2013.

Term:

Initial agreement from October 18, 2013 through October 17, 2016 with the option to renew for a three (3) year period through October 17, 2019.

Resolution No. R-2016-107, Section 2 the City Commission of the City of Tamarac, FL approved Agreement Amendment #1 exercising a three (3) year renewal option term for the period of October 18, 2016 through October 17, 2019;

Renewal Terms: October 18, 2016 through October 17, 2019.

Contract includes:

Breakroom & Cleaning Supplies, Folders, Binders & Accessories, Office Consumables (includes Art, Educational & Envelopes), Office Equipment, IT Peripherals, Paper – Other, Paper\_ White, Recycled & Virgin, Toner – Original Equipment Manufacturer, Toner - Remanufactured

Pricing/Discount:

Product Category	<u>Name Brand</u>	<u>Private Brand</u>
	Products Discount from List Price	Products Discount from List Price
Breakroom & Cleaning Supplies	48%	65%
Folders, Binders & Accessories	71%	71%
Office Consumables (Art, Educational & Envelopes)	66%	73%
Office Equipment	39%	43%
IT Peripherals	39%	50%
Paper - Other	69%	75%
Paper - White, Recycled and Virgin	85%	78%
Toner - Original Equipment Manufacturer	50%	65%
Toner - Remanufactured	65%	68%