



OFFICE SUPPLIES, PRODUCTS AND RELATED SERVICES  
Executive Summary

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

**Solicitation:** 19-12R

**RFP Issued:** March 3, 2019

**Pre-Proposal Date:** March 19, 2019

**Response Due Date:** May 9, 2019

**Proposals Received:** #2

**Awarded to:** Office Depot, Inc.

The City of Tamarac Department of Procurement issued RFP 19-12R on March 3, 2019 to establish a national cooperative contract for Office Supplies, Products and Related Services.

The solicitation included cooperative purchasing language in Section I – Introduction and A. National Contract:

I. INTRODUCTION

*The City is soliciting proposals as the lead agency on behalf of the City of Tamarac, participating agencies of the Southeast Florida Governmental Purchasing Cooperative and OMNIA Partners, to obtain the services of a qualified firm to provide and deliver office supplies on a just-in-time basis.*

A. NATIONAL CONTRACT

*City of Tamarac, Florida, as the Principal Procurement Agency, defined in Attachment B, has partnered with OMNIA Partners to make the resultant contract (also known as the “Master Agreement” in materials distributed by OMNIA Partners) from this solicitation available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit (“Public Agencies”), through OMNIA Partners’ cooperative purchasing program. The City of Tamarac is acting as the contracting agency for any other Public Agency that elects to utilize the resulting Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with OMNIA Partners (a “Participating Public Agency”). Attachment B contains additional information about OMNIA Partners and the cooperative purchasing agreement.*

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

- City of Tamarac (Bids & Tenders)
- OMNIA Partners, Public Sector website
- Sun Sentinel, FL
- USA Today, nationwide
- Arizona Business Gazette, AZ

- San Bernardino Sun, CA
- Honolulu Star-Advertiser, HI
- The Advocate – New Orleans, LA
- New Jersey Herald, NJ
- Times Union, NY
- Daily Journal of Commerce, OR
- The State, SC
- Houston Community Newspapers, Cy Creek Mirror, TX
- Deseret News, UT
- Richmond Times, VA
- Seattle Daily Journal of Commerce, WA
- Helena Independent Record, MT

On May 9, 2019 proposals were received from the following offerors:

- Office Depot, Inc.
- The Office Cart, LLC

The proposals were evaluated by evaluation committee member agencies of the Southeast Florida Governmental Purchasing Cooperative. 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 14, 2019.

Term:

Initial agreement from October 14, 2019 through October 13, 2023 with the option to renew for one (1) additional four (4) year periods through October 13, 2027.

Contract includes:

- Customizable Core List capabilities
- Print and Copy Services
- Furniture, Technology, Workspace Facilities

Pricing/Discount:

- Category Discounts
- Desk Top Delivery options

OMNIA Partners, Public Sector Web Landing Pages:

<https://www.omniapartners.com/publicsector/contracts/supplier-contracts/office-depot>