



**AGENDA ITEM REPORT**

**DATE:** December 17, 2019  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Mary Tucker  
**TITLE:** Approve Piggyback for the Purchase of Office Supplies - Countywide

**I. MOTION REQUESTED**

A) Approve Piggyback No. PB190406BAG to utilize pricing on the Sourcwell Contract #010615-SCC with Staples, Inc., for the purchase of office supplies, on an as needed basis, through the contract expiration date of August 01, 2020, and any renewals or extensions approved by Sourcwell, as approved in the departments' annual adopted budgets, in an amount not to exceed \$575,000.00 annually.

**II. ITEM SUMMARY**

Approves purchases of office supplies utilizing the cooperative purchase agreement with Staples, Inc. competitively solicited by Sourcwell. The cooperative purchase agreement provides volume pricing discounts, customization options to meet the County's specific needs, and an annual rebate of up to 5%, based on spend. Total expenditures in Fiscal Year 2018-2019 were \$572,332.76. Future expenditures are anticipated not to exceed \$575,000.00 annually. A market analysis was completed comparing the available procurement options for these items. It was determined that Sourcwell was the best option for Lee County due to the addition of an annual rebate based on total spend.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

A) Board Action and Other History

On August 19, 2014, a contract was awarded under Solicitation No. RFP140256, Annual Purchase of Office Supplies, to Staples Contract and Commercial, Inc. for one year, with up to four additional one-year renewals.

On November 20, 2014, Sourcwell solicited an RFP No. 010615 utilizing a competitive procurement process. Sourcwell awarded the contract to Staples Contract & Commercial Inc., operating as Staples Advantage for a term of August 1, 2015, through August 1, 2020. A market analysis was completed comparing the available procurement options for these items. It was determined that Sourcwell was the best option for Lee County due to the addition of an annual rebate based on total spend.

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	See comments below.
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	
D)	Is this Discretionary or Mandatory?	
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	
F)	Fund: Program: Project: Account Strings:	
G)	Fund Type?	
H)	Comments: Expenditures will be made on an as needed basis, as approved in the departments' annual adopted budgets, in an amount not to exceed \$575,000.00 annually.	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP****ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">Market Analysis</a>	11/27/2019	Backup Material
<a href="#">Sourcewell RFP Documents</a>	11/27/2019	Backup Material
<a href="#">Sourcewell Acceptance &amp; Award</a>	11/27/2019	Backup Material
<a href="#">Sourcewell Contract</a>	11/27/2019	Backup Material
<a href="#">Sourcewell Amendment</a>	11/27/2019	Backup Material
<a href="#">Sourcewell Extension</a>	11/27/2019	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Procurement Management	Turner, Nicole	Approved	12/5/2019 - 2:57 PM
Budget Services	Henkel, Anne	Approved	12/5/2019 - 3:45 PM
Budget Services	Winton, Peter	Approved	12/6/2019 - 8:02 AM
County Attorney	Lira, Louis C.	Approved	12/6/2019 - 10:40 AM
County Manager	Winton, Peter	Approved	12/6/2019 - 2:08 PM