



**AGENDA ITEM REPORT**

**DATE:** November 7, 2017  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Mary Tucker  
**TITLE:** Approve the Purchase of Office Paper

**I. MOTION REQUESTED**

- A) Approve Piggyback No. PB170541 for departments Countywide to utilize pricing on the State of Florida Contract No. 14111500-15-1, Paper - Office, Virgin and Recycled Content, from Mac Papers, Inc. for use on an as needed basis for the supply of copy paper Countywide as approved in the departments' annual adopted budgets.
- B) Approve use of the contract through its expiration date of July 19, 2021 and any renewals approved by the State.

**II. ITEM SUMMARY**

Approves Piggyback No. PB170541 for departments Countywide to utilize pricing on the State of Florida Contract No. 14111500-15-1, Paper - Office, Virgin and Recycled Content, from Mac Papers, Inc. for use on an as needed basis for the supply of copy paper Countywide. The County spends an estimated \$70,000 on paper annually.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

- A) Board Action and Other History  
State of Florida Contract No. 14111500-15-1, Paper - Office, Virgin and Recycled Content, went through the State's competitive solicitation process and is eligible for piggyback. Staff requests Board approval to use this contract to make purchases from Mac Papers, Inc. on an as needed basis for the supply of copy paper Countywide as approved in the departments' annual adopted budgets. The County spends an estimated \$70,000 on paper annually.
- 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?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	Yes
F)	Fund: Program: Project: Account Strings:	
G)	Fund Type?	
H)	Comments: Expenditures will be as needed and within the departments' annual approved, adopted budgets.	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
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[State of Florida Contract No. 14111500-15-1](#)

10/17/2017

Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	10/23/2017 - 10:28 AM
Budget Services	Henkel, Anne	Approved	10/23/2017 - 12:10 PM
Budget Services	Winton, Peter	Approved	10/23/2017 - 10:36 AM
County Attorney	Fraser, Andrea R.	Approved	10/23/2017 - 1:05 PM
County Manager	Brady, Christine	Approved	10/26/2017 - 4:41 PM