

**AGENDA ITEM REPORT**

**DATE:** April 15, 2025  
**DEPARTMENT:** Procurement  
**REQUESTER:** Mary Tucker  
**TITLE:** Approve Piggyback for Purchase of Office Supplies

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**I. MOTION REQUESTED**

- A. Approve Piggyback No. PB250157AVR to utilize pricing on the Sourcewell Contract # 070924 for Office Supply and workplace Catalog Solutions, for the purchase of equipment, products, or services on an as-needed basis, effective February 2, 2025, through the contract expiration date of February 2, 2029, as approved in the departments' annual adopted budgets.
- B. Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C. Grant the County Manager or designee the authority to renew the contract, for up to three additional one-year periods, and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County.

**II. ITEM SUMMARY**

Approves a contract with Staples, Inc., competitively solicited through Sourcewell. The cooperative purchase agreement provides volume pricing discounts, customization options to meet the County's specific needs. Total expenditures for Fiscal Year 2023-2024 were \$800,593.00 countywide.

Using the piggyback method allows the County to take advantage of large-scale contract volume discounts. The County benefits from a shorter timeframe because a competitive procurement process has already been conducted. A market analysis was completed and purchases under this contract will represent savings, depending on the products, from 14% up to 65% on items compared to other vendors. Individual purchases in excess of \$100,000.00 will be brought to the Board for approval.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

On February 3, 2025, a contract was awarded under Solicitation No. RFP070924, Office Supply and Workplace Catalog Solutions, to Staples Contract and Commercial LLC for four years, with up to three additional one-year renewals.

On August 4, 2020, the Board awarded a contract to Staples, Inc. under Sourcewell Contract No. 012320-SCC, for the purchase of office supplies on an as needed basis, through the contract expiration date of April 6, 2025.

The Board action provides for continuation of the piggyback through Sourcewell to provide office supplies on an as-needed basis through April 6, 2029.

**IV. FINANCIAL INFORMATION**

Current Year Dollar Amount:	See comment below.
Included in the Current Budget?:	Yes
Fund:	Various funds.
Comments:	Expenditures will be on an as-needed basis as approved in the departments' annual adopted budgets.

Is this a revenue or expense item? Expense

Is this Discretionary or Mandatory? Discretionary

Will this item impact future budgets?

Program:

Project:

Account Strings:

Fund Type?

## **V. RECOMMENDATION**

Approve

### **ATTACHMENTS:**

PB250157AVR- Proposed PIGGYBACK Purchase Agreement OCR, Piggyback Summary Form and Market Analysis - OCR, Staples Sourcewell Contract 070924 OCR

### **REVIEWERS:**

Samantha Westen, County Manager  
Mary Tucker, Procurement  
Anne Henkel, Budget Services  
Robert Holborn, County Attorney  
Peter Winton, County Manager

Created/Initiated - 4/4/2025  
Approved - 4/4/2025  
Approved - 4/7/2025  
Approved - 4/7/2025  
Final Approval - 4/8/2025