

**AGENDA ITEM REPORT**

**DATE:** August 4, 2020  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Mary Tucker  
**TITLE:** Approve Renewal Piggyback for Purchase of Office Supplies - Countywide

**I. MOTION REQUESTED**

- A) Approve Piggyback No. PB200311BAG to utilize pricing on the Sourcwell Contract #012320-SCC with Staples, Inc., for the purchase of office supplies, on an as needed basis, through the contract expiration date of April 6, 2024, 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.
- B) Authorize the Chair to execute any documents associated with the piggyback on behalf of the Board of County Commissioners.

**II. ITEM SUMMARY**

Approves a contract with Staples, Inc., competitively solicited through 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 anticipated expenditures in Fiscal Year 2019-2020 were \$535,040.65. 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 continuing with the Sourcwell renewal contract was the best option for Lee County due to the projected savings of approximately 26.5% annually, customization of services which allows County users to continue ordering without significant changes in process, and the 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. The contract would expire in January 2020.

On December 17, 2019, the Board awarded a contract to Staples Contract and Commercial, Inc. under Sourcwell Contract No. 010615-SCC, for the purchase of office supplies on an as needed basis, through the contract expiration date of August 1, 2020.

The Board action provides for continuation of the piggyback through Sourcwell to provide office supplies on an as needed basis through April 6, 2024, in an amount not to exceed \$575,000 annually.

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	See notes below.
B)	Is this item approved in the current budget?	
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 on an as needed basis, as approved in the departments' annual adopted budget.	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description

[Amendment for Staples](#)

Upload Date

7/28/2020

Type

Agreement

**REVIEWERS:**

Department	Reviewer	Action	Date
Procurement Management	Turner, Nicole	Approved	7/24/2020 - 9:39 PM
Budget Services	Henkel, Anne	Approved	7/27/2020 - 8:14 AM
Budget Services	Winton, Peter	Approved	7/27/2020 - 8:33 AM
County Attorney	Swindle, Amanda	Approved	7/27/2020 - 1:19 PM
County Manager	Winton, Peter	Approved	7/27/2020 - 4:39 PM