4

SUBJECT: PIGGYBACK SOURCEWELL CONTRACT NO. 012320 WITH STAPLES CONTRACT & COMMERCIAL LLC FOR THE CITYWIDE PURCHASE OF OFFICE SUPPLIES

BID #: PSC-0358-22 **OPEN DATE:** N/A

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: PIGGYBACK CONTRACT – APRIL 18, 2022 THROUGH APRIL 6, 2024 WITH ONE (1) ONE (1) YEAR RENEWAL OPTION

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: PIGGYBACK CONTRACT

NUMBER OF BIDS INVITED: N/A **NUMBER RECEIVED:** N/A **OTHER:** N/A

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Request approval to amend the award with Staples, Inc., to increase by $2,000,000.00 for the citywide purchase of office supplies. Total not-to-exceed expenditure amount is $4,000,000.00.

Funding for this award will be encumbered from various agency accounts, executed by formal contract Amendment 1 through the Office of General Counsel, and processed via individual Purchase Orders.

ATTACHMENTS: Agency Memo, Previous Award

ANALYST: _____
Corey Sidlo

RESPECTFULLY SUBMITTED: _____
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: DUSTIN FREEMAN, CHIEF, PROCUREMENT DIVISION

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Donna Deegan, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

To: Dustin Freeman, Division Chief, Procurement Division

From: Corey Sidlo, Purchasing Analyst

Date: November 13, 2023

Subject: PSC-0358-22 Piggyback Sourcewell Contract No. 012320 with Staples Contract & Commercial LLC for the Citywide Purchase of Office Supplies

Request approval to amend the award with Staples, Inc., to increase by $2,000,000.00 for the citywide purchase of office supplies. Total not-to-exceed expenditure amount is $4,000,000.00.

Funding for this award will be encumbered from various agency accounts, executed by formal contract Amendment 1 through the Office of General Counsel, and processed via individual Purchase Orders.
Thank you for your assistance and consideration in this matter.

SUBJECT: PIGGYBACK SOURCEWELL CONTRACT NO. 012320 WITH STAPLES CONTRACT & COMMERCIAL LLC FOR THE CITYWIDE PURCHASE OF OFFICE SUPPLIES

BID #: PSC-0358-22 **OPEN DATE:** N/A

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: PIGGYBACK CONTRACT – APRIL 18, 2022 THROUGH APRIL 6, 2024 WITH ONE (1) ONE (1) YEAR RENEWAL OPTION

AGENCY: PROCUREMENT DIVISION

BASIS OF AWARD: PIGGYBACK CONTRACT

NUMBER OF BIDS INVITED: N/A **NUMBER RECEIVED:** N/A **OTHER:** N/A

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Request approval to piggyback off Sourcewell Contract No. 012320 between Sourcewell and Staples Contract & Commercial LLC for the citywide purchase of office supplies. Period of service will be from April 18, 2022 through April 6, 2024 with one (1) one (1) year renewal option. Total not-to-exceed expenditure amount will be $2,000,000.00.

Funding for this award will be encumbered from various agency accounts, executed by formal contract agreement through the Office of General Counsel, and processed via individual Purchase Orders.

ATTACHMENTS: Recommendation Memo, Supplier Approval, Risk Management Approval, RFP and Evaluation, Sourcewell Contract No. 012320

ANALYST: DAVID KLAGES **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: GREGORY PEASE, CHIEF, PROCUREMENT DIVISION

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 3/24/2022

OTHER:

ACTION OF AWARDING AUTHORITY DATE 3/24/2022

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2019-02