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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 utilize the first and only renewal option with Staples, Inc. for the citywide purchase of office supplies in the estimated annual amount of $2,000,000.00. Period of service is April 7, 2024 through April 6, 2025. Total expenditure amount not-to-exceed $6,000,000.00.

Funding for this award will be encumbered from various agency accounts, executed by formal contract Amendment 2 through the Office of General Counsel, and processed via individual Purchase Orders.

ATTACHMENTS: Agency Memo, Supplier Letter, Previous Awards

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: March 11, 2024

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

Request approval to utilize the first and only renewal option with Staples, Inc. for the citywide purchase of office supplies in the estimated amount of $2,000,000.00. Period of service is April 7, 2024 through April 6, 2025. Total expenditure amount not-to-exceed $6,000,000.00.

Funding for this award will be encumbered from various agency accounts, executed by formal contract Amendment 2 through the Office of General Counsel, and processed via individual Purchase Orders.

Thank you for your assistance and consideration in this matter.

Sidlo, Corey

From: St.Germain, Parker <Parker.StGermain@staples.com>
Sent: Monday, March 11, 2024 8:59 AM
To: Sidlo, Corey
Subject: RE: [EXT]:CITY OF JACKSONVILLE: RENEWAL AWARD REQUEST for PSC-0358-22

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Yes!

Parker St.Germain
Key Account Executive – Florida
Government & Education

Staples Business Advantage
BUSINESS IS HUMAN

Call or Text: 386-864-1801
parker.stgermain@staples.com

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8:00 am – 8:00 pm Eastern Standard Time, Monday through Friday
Chat: live with a human expert on StaplesBusinessAdvantage.com
Email: send requests to Support@StaplesAdvantage.com
Call: 1-877-826-7755

From: Sidlo, Corey <CSidlo@coj.net>
Sent: Friday, March 8, 2024 11:35 AM
To: St.Germain, Parker <Parker.StGermain@staples.com>
Subject: [EXT]:CITY OF JACKSONVILLE: RENEWAL AWARD REQUEST for PSC-0358-22

> You don't often get email from csidlo@coj.net. Learn why this is important

Good morning Parker,

The subject/attached award is scheduled to expire 4/6/24, with one (of one) renewal option remaining. Like the previous renewal we recently did, if you would like to renew, simply reply to this email and I will get started on the renewal reward.

If I receive your response by early/mid Monday morning I can submit it to our awards board by the deadline at noon for that week; otherwise it won't be until the following week.

Thank you.

Sincerely,

Corey Sidlo
Purchasing Analyst
City of Jacksonville - Procurement Division
214 N. Hogan Street, Suite 833
Jacksonville, FL 32202
Phone: 904-255-8815
Email: csidlo@coj.net

24+ year military veteran, serving the City of Jacksonville

A NEW DAY.

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For Bidding Opportunities: Jacksonville.gov - Bidding Opportunities (Including Capital Improvement and Design/Build)

For COJ weekly award intentions: Jacksonville.gov - Agendas and Minutes

For bid award information: Procurement Division (coj.net)

For Public Records: COJ Public Records (govqa.us)

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 3 MEMBERS DISAPPROVING 0 DATE: 11/16/2023

OTHER:

ACTION OF AWARDING AUTHORITY DATE 11/17/2023

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION Karen Bowling

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

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