

Business Operations  
Ofelia San Pedro, Deputy Superintendent

**SUBJECT:           AWARD BID NO. 014-EE05 – OFFICE SUPPLIES, CATALOG  
DISCOUNT**

**COMMITTEE:       INNOVATION, EFFICIENCY & GOVERNMENTAL RELATIONS**

The purpose of this bid is to purchase, at firm discounts, quantities, as may be required, of miscellaneous office supplies, for all locations. This term bid, opened on November 15, 2004, stipulates that the Board may purchase quantities, as may be required, at firm discounts, but is not obligated to purchase any guaranteed amount. Of 258 vendors sent bid forms or card notices of this advertised bid, 29 responded, with 13 bids meeting specifications, 10 bids not meeting specifications, 2 non-responsive bids and 4 no bids. The bid specifications indicated that the award would be made to a minimum of three bidders offering the greatest discount off published catalog prices, based on a comparison of the best discounted prices.

In order to evaluate the best discounted price for the District, the discounts were applied to the catalog prices of randomly selected, high-volume items. The District's price was determined, and the four vendors offering the lowest discounted prices are recommended for award. The best pricing is available from Office Depot. Additional bidders recommended for award, ranked by lowest total cost to the District, are Office Express Supplies, Inc., Staples, Inc. & Subsidiaries, and Skagseth Bryant, Inc. Schools and departments will be able to acquire their specific office supplies through the discounted prices offered in the catalogs of the awarded vendors.

To maximize savings to the District, a separate bid to purchase the most commonly used office supplies, at firm fixed prices, is being issued and will be recommended for award at a future Board meeting.

Fund Source  
Various

M/WBE Eligibility  
Hispanic Male - No Dollar Amount

RECOMMENDED: That The School Board of Miami-Dade County, Florida, **AWARD** Bid No. 014-EE05 – OFFICE SUPPLIES, CATALOG DISCOUNT, to purchase, at firm discounts, quantities, as may be required, of miscellaneous office supplies, for all locations, during the term of the bid, effective January 19, 2005, through January 18, 2007, as follows:

1. OFFICE DEPOT, INC.  
2200 OLD GERMANTOWN ROAD  
DELRAY BEACH, FL 33445  
OWNER: NEIL AUSTRIAN, C.E.O.

Item 1 - Percentage discount off list @ 64%.

2. OFFICE EXPRESS SUPPLIES, INC.  
8005 WEST 20 AVENUE  
HIALEAH, FL 33014  
OWNER: LIBIA FUENTES, DIRECTOR

(HM)

Item 1 - Percentage discount off list @ 57%.

3. STAPLES, INC. & SUBSIDIARIES  
500 STAPLES DRIVE  
FRAMINGHAM, MA 01701  
OWNER: RONALD L. SARGENT, C.E.O.

Item 1 - Percentage discount off list @ 56%.

4. SKAGSETH BRYANT, INC.  
D.B.A. SKAGS OFFICE PRODUCTS  
6535 N.W. 84 AVENUE  
MIAMI, FL 33166  
OWNER: TIMOTHY MCDERMOTT, PRESIDENT

Item 1 - Percentage discount off list @ 55.1%.

OSP/lja