

Financial Services
Richard H. Hinds, Chief Financial Officer

SUBJECT: AWARD BID NO. 086-NN05 – OFFICE SUPPLIES

COMMITTEE: INNOVATION, EFFICIENCY & GOVERNMENTAL RELATIONS

**LINK TO STRATEGIC
FRAMEWORK: FINANCIAL EFFICIENCY/STABILITY**

The purpose of this bid is to purchase and deliver, at firm-fixed prices and catalog percentage discount off balance of line items, quantities, as may be required, of office supplies, for use by various school sites and departments. This is a term bid which states that the Board may purchase quantities, as may be required, at the unit price bid, but is not obligated to purchase any guaranteed amount. Six (6) vendors responded to this advertised solicitation. This is an award to a primary and alternate vendors.

The term of the bid shall be for two (2) years from the date of award and may, by mutual agreement between The School Board of Miami-Dade County, Florida, and the awardees, be extended for three (3) additional one (1) year periods and, if needed, ninety (90) days beyond the expiration date of the current contract period.

Strategies were employed to increase M/WBE & SBE/MBE participation and one (1) M/WBE vendor was awarded as an alternate vendor.

Attempts were made to benchmark against the School Boards of Broward and Palm Beach Counties, however, the terms and conditions are not similar, so benchmarking could not be performed.

Fund Source
0100 – General

RECOMMENDED: That The School Board of Miami-Dade County, Florida, **AWARD** Bid No. 086-NN05 – OFFICE SUPPLIES, to purchase and deliver, at firm-fixed prices and catalog percentage discount off balance of line items, quantities, as may be required, of office supplies, for use by various school sites and departments, during the term of the bid, effective October 16, 2013, through October 15, 2015, including extensions thereto, as follows:

PRIMARY

1. OFFICE DEPOT, INC.
6600 NORTH MILITARY TRAIL
BOCA RATON, FL 33496
OWNER: NEIL AUSTRIAN, C.E.O.

Total Low Bid Price: Item 1.

Item 1 - Total low bid price lines 1 through 250.

Highest Discount: Items 2 and 3.

Item 2 - Highest Discount Balance-of-line item 251 - office supplies @ 70% discount.

Item 3 - Highest Discount Balance-of-line item 252 - office equipment @ 65% discount.

ALTERNATE

2. OFFICE MAX NORTH AMERICA, INC.
263 SHUMAN BOULEVARD
NAPERVILLE, IL 60563
OWNER: RAUL SALIGRAM, C.E.O.

Second Total Low Bid Price: Item 1.

Item 1 - Second total low bid price lines 1 through 250.

Second Highest Discount: Item 2.

Item 2 - Second Highest Discount Balance-of-line item 251 - office supplies @ 54% discount.

3. OFFICE EXPRESS SUPPLIES, INC.
8005 WEST 20 AVENUE
HIALEAH, FL 33014
OWNER: BLANCA GARCIA, C.F.O.

M/WBE

Second Highest Discount Price: Item 3.

Item 3 - Second Highest Discount Balance-of-line item 252 - office equipment @ 40% discount.

4. Authorize Procurement Management Services to purchase up to the total estimated amount of \$4,000,000, for the initial contract term, and an amount not to exceed \$2,000,000 for each additional one (1) year extension period. Board authorization of this recommendation does not mean the amount shown will be expended.

RHH/mh