

# PURCHASING AGENDA ITEM

APPROVED

Hernando County School District

**School Board Approval Meeting:**

**October 8, 2019**

**Bid No. 20-615-46 PB**

**Bid Title: Office Supplies, Products and Related Services**

Recommend approval of this agenda item under the specific category below:

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Lowest Bid(s)                    | <input type="checkbox"/> Request for Proposal(s)     | <input type="checkbox"/> Low Bid(s) Meeting Specification | <input type="checkbox"/> Rejection/Cancellation   |
| <input type="checkbox"/> Revised Award                    | <input type="checkbox"/> Renewal of Contract         | <input type="checkbox"/> Sole Source                      | <input type="checkbox"/> Re-Award (Partial/Whole) |
| <input type="checkbox"/> Bid Termination                  | <input type="checkbox"/> Revisions/Amendments to Bid | <input type="checkbox"/> Bid Extension                    | <input type="checkbox"/> Emergency                |
| <input checked="" type="checkbox"/> Piggyback Cooperative |  |   |   |

**Bid Contract Period:**

10/14/19 through 10/13/23

N/A – One Time Purchase

**Contract Type:**

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Estimated Dollar Amount | <input type="checkbox"/> Firm, Fixed Dollar Amount | <input type="checkbox"/> Firm, Fixed Unit Prices | <input checked="" type="checkbox"/> Firm, Fixed Hourly Rates, Fees and/or Percentages |
|--|--|--|---|

**Renewal Options:**

- |                        |  |  |                               |
|------------------------|--|--|-------------------------------|
| No. of Terms Remaining | <input type="checkbox"/> Length of Each Term (month) | <input checked="" type="checkbox"/> Length of Each Term (year) | <input type="checkbox"/> None |
| 1                      |  | 4  |                               |

**Rationale/Reason:** Piggybacking *The City of Tamarac*, RFP #19-12R for Office Supplies, Products and Related Services awarded to Office Depot, Inc. The Hernando County School District has assigned Bid #20-615-46 PB for internal tracking purposes.

Bidders Electronically Downloaded From Public Purchase Website: n/a

Bids Received:

No Bids:

Late Bids:

Rejected Bids:

N/A – Bids Not Required: Piggyback

**Submitted By:**

Joyce McIntyre  
Director of Finance & Purchasing

**School(s):** District Wide

**Requested By:**

n/a

**Department(s):**

Recommended award vendor: Office Depot, Inc. See attached for description of items in scope.

**T/C CODE: 2046**

**Office Depot, Inc. (V-6476)**

<b>In Scope</b>	<b>Covered Under Different Contract Bid</b>
<ul style="list-style-type: none"><li>• Office Consumables</li><li>• Office Equipment</li></ul>	<ul style="list-style-type: none"><li>• Classroom Supplies</li><li>• Computer Related Equipment</li><li>• Bulk Paper (copy)</li><li>• Furniture</li><li>• Toner</li></ul>