

PURCHASING AGENDA ITEM

Hernando County School District

APPROVED

AGENDA #: 24-2054

School Board Approval Meeting:

March 12, 2024

RFP No. 21-615-18 PB RN

Bid Title: Office Supply Catalog Solutions

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 checked="" 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:

04/07/2024 through 04/06/2025

N/A – One Time Purchase

Contract Type:

Estimated
Dollar Amount

Firm, Fixed
Dollar Amount

Firm, Fixed
Unit Prices

Firm, Fixed Hourly Rates, Fees
and/or Percentages

Renewal Options:

No. of Terms
Remaining

Length of
Each Term (month)

Length of
Each Term (year)

None

Rationale/Reason: Renewal of the Piggyback of Sourcewell (State of Minnesota local government agency and service cooperative) RFP #012320-SSC for Office Supply Catalog Solutions, awarded to Staples Contract & Commercial, LLC. for the purchase of Office Supplies & Equipment. Bid #21-615-18 PB RN has been assigned 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:

Christopher Reckner
Director of Purchasing & Warehousing

School(s): District Wide

Requested By:

For Use District-Wide

Recommended award to Staples Contract & Commercial, LLC. (See attached)

T/C CODE: 2118

Staples Contract & Commercial

<u>In Scope</u>	<u>Covered by Another Bid</u>
* Office Consumables * Office Equipment	* Classroom Supplies * Computer Related Equipment * Bulk Paper (Copy) * Furniture * Toner