(Proposal #380.1)

EM SUBMISSION NO.: EM0952013

PRESENTED: 8-22-13

ADOPTED: 9-5-13

RESOLUTION TO OFFICE DEPOT FOR OFFICE SUPPLIES

BY THE EMERGENCY MANAGER

RESOLUTION

The Department of Purchases and Supplies is requesting the issuance of purchase orders to procure office supplies to various departments; and

The Department of Purchases & Supplies is requesting to continue to procure said supplies from Office Depot through the National Inter-Governmental Purchasing Alliance agreement dated October 18, 2010 and as amended on August 15, 2013 in the amount not to exceed $80,200.00. Funding will come from account numbers: 101-101.100-726.000 ($3,000), 101-171.100-726.000 ($1,500), 101-172.100-726.000 ($1,500), 101-191.100-726.000 ($4,000), 101-253.200-726.000 ($4,000), 101-253.202-726.000 ($2,000), 101-253.203-726.000 ($2,000), 101-253.204-726.000 ($500), 101-257.100-726.000 ($5,000), 101-262.100-726.000 ($2,000), 101-270.100-726.000 ($5,000), 101-302.100-726.000 ($1,500), 101-308.200-726.000 ($4,500), 101-308.202-726.000 ($500), 101-315.100-726.000 ($3,000), 101-325.100-726.000 ($2,000), 101-337.100-726.000 ($2,000), 101-371.209-726.000 ($300), 202-442.100-726.000 ($1,500), 202-443.201-726.000 ($2,000), 202-449.201-726.000 ($1,500), 207-315.204-726.000 ($2,500), 265-308.207-726.000 ($1,500), 296-690.400-726.000 ($5,900), 542-371.100-726.000 ($1,000), 590-540.208-726.000 ($3,000), 591-540.202-726.000 ($3,000), 590-550.100-726.000 ($5,500), 591-545.200-726.000 ($4,000), 591-536.100-726.000 ($1,500), 661-451.100726.000 ($3,000); and

IT IS RESOLVED, That the Department of Purchases & Supplies, upon the Emergency Manager's approval, is hereby authorized to issue purchase orders to Office Depot for office supplies in an amount not to exceed $80,200.00. (General Fund, Major Street Fund, Police Fund, Senior Citizen's Fund, Rubbish Collection Fund, Drug Law Enforcement Fund, Building Inspection Fund, Sewer Fund, Water Fund, Fringe Benefit Fund, Information Services Fund, Fleet/Central Garage Fund, Self Insurance Fund, Other Grant Funds, Federal Stimulus Funds, HUD Grant-2013 Fund)

Approved-Purchasing Department

Derrick F. Jones
Purchasing Department

Approved as to Funds

Jerry Ambrose
For Director of Finance

Approved as to Form

Peter M. Bade
City Attorney

EM DISPOSITION:

ENACT ✓ FAIL ______ DATED 9/5/13

Michael K. Brown, Emergency Manager

071013 – DFJ

RESOLUTION STAFF REVIEW

DATE:
August 16, 2013

Agenda Item Title:
Office Supplies – Office Depot

Prepared By:
Derrick F. Jones, for other departments

Background/Summary of Proposed Action:
Various departments are requesting to purchase miscellaneous office supplies for the FY14 fiscal year. The Purchasing Department is requesting to utilize a cooperative purchasing contract with the National Inter-Governmental Purchasing Alliance, which has been vetted through the state of Florida.. The Purchasing Department recommends approval of this resolution.

Financial Implications: Funding available for purchase

Budgeted Expenditure? Yes ☒ No ☐ **Please explain if no: N/A**

Account Nos.: 101-101.100-726.000 ($3,000), 101-171.100-726.000 ($1,500), 101-172.100-726.000 ($1,500), 101-191.100-726.000 ($4,000), 101-253.200-726.000 ($4,000), 101-253.202-726.000 ($2,000), 101-253.203-726.000 ($2,000), 101-253.204-726.000 ($500), 101-257.100-726.000 ($5,000), 101-262.100-726.000 ($2,000), 101-270.100-726.000 ($5,000), 101-302.100-726.000 ($1,500), 101-308.200-726.000 ($4,500), 101-308.202-726.000 ($500), 101-315.100-726.000 ($3,000), 101-325.100-726.000 ($2,000), 101-337.100-726.000 ($2,000), 101-371.209-726.000 ($300), 202-442.100-726.000 ($1,500), 202-443.201-726.000 ($2,000), 202-449.201-726.000 ($1,500), 207-315.204-726.000 ($2,500), 265-308.207-726.000 ($1,500), 296-690.400-726.000 ($5,900), 542-371.100-726.000 ($1,000), 590-540.208-726.000 ($3,000), 591-540.202-726.000 ($3,000), 590-550.100-726.000 ($5,500), 591-545.200-726.000 ($4,000), 591-536.100-726.000 ($1,500), 661-451.100726.000 ($3,000);

Pre-encumbered? **Yes** ☒ **No** ☐ **Requisition # (Various)**

Other Implications (i.e., collective bargaining): None

Staff Recommendation: Recommend Approval

Staff Person:______________________
(Dept Head or other authorized staff)