



### Agenda Item Details

Meeting	Nov 13, 2018 - Regular Meeting
Category	8. Consent Agenda
Subject	8.11 ITB 19-03 Paper for Offices and Classrooms, presented by Vince Windham, Program Director, Purchasing, and recommended by the Superintendent for approval.
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Budgeted	Yes
Budget Source	Varies per school/department
Recommended Action	Motion to approve the committee's recommendation to award ITB 19-03 to Staples Business Advantage.

### Public Content

Request approval of the committee's recommendation to award ITB 19-03 Paper for Offices and Classrooms to Staples Business Advantage, based on fixed pricing. Purchases will be made by individual schools and departments on an as needed basis. Funding will be paid by individual schools and departments as needed. The contract is effective November 14, 2018 through October 13, 2021. Copies of the Award Tabulation, Staples Negotiated Pricing letter and Bid Document are attached.

For additional information, please contact Vince Windham, Program Director, Purchasing at (850) 833-7668.

[ITB 19-03\\_TAB.pdf \(18 KB\)](#)

[STAPLES NEGOTIATED PRICING.pdf \(188 KB\)](#)

[ITB 19-03 PAPER FOR OFFICES-CLASSROOMS.pdf \(886 KB\)](#)

### Administrative Content

*Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items have been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.*

### Motion & Voting

Motion to approve the Consent Agenda as amended and all of the Consent Agenda items as recommended by the Superintendent

Motion by Rodney Walker, second by Dewey Destin.

Final Resolution: Motion Carries

Yes: Tim Bryant, Dewey Destin, Melissa Thrush, Rodney Walker, Lamar White



TABULATION AND RECOMMENDATION FOR ITB 19-03 PAPER FOR OFFICES CLASSROOM

Item #	Item Description	Qty (Cartons)	Staples Business Advantage	*Negotiated Price
	Brand Name/Item #:		Domtar - 135848	Domtar - 135848
			Cost/cs	Cost/cs
1	8 1/2" x 11" 500 sheets/ream, 10 reams/carton: White, Premium #4, xerographic dual purpose, cut-size, virgin bond, un-watermarked, minimum 92 brightness.	1-9 cartons	\$32.49	\$29.74
2		10 - 49 Cartons	\$32.49	\$29.74
3		50 - 99 Cartons	\$32.49	\$29.74
4		100 - 199 Cartons	\$32.49	\$29.74
5		200 - 839 Cartons	\$32.49	\$29.74
6		Truckload (840 cs)	\$32.49	\$29.74

Item #	Item Description	Qty (Cartons)	Staples Business Advantage	*Negotiated Price
	Brand Name/Item #:		Domtar (126987)	Domtar (126987)
			Cost/cs	Cost/cs
1	8 1/2" x 14", 500 sheets/ream, 10 reams/carton: White, Premium #4, xerographic dual purpose, cut-size, virgin bond, un-watermarked, minimum 92 brightness.	1-9 cartons	\$39.57	\$39.57
2		10 - 49 Cartons	\$39.57	\$39.57
3		50 - 99 Cartons	\$39.57	\$39.57
4		100 - 199 Cartons	\$39.57	\$39.57
5		200 - 839 Cartons	\$39.57	\$39.57

Item #	Item Description	Qty (Cartons)	Staples Business Advantage	*Negotiated Price
	Brand Name/Item #:		Domtar (512215)	Domtar (512215)
			Cost/cs	Cost/cs
1	11" x 17", 500 sheets/ream, 10 reams/carton: White, Premium #4, xerographic dual purpose, cut-size, virgin bond, un-watermarked, minimum 92 brightness.	1-9 cartons	\$33.65	\$31.22
2		10 - 49 Cartons	\$33.65	\$31.22
3		50 - 99 Cartons	\$33.65	\$31.22
4		100 - 199 Cartons	\$33.65	\$31.22
5		200 - 839 Cartons	\$33.65	\$31.22

**Bidder Preference:** MA

Offers from the vendors listed herein are the only offers received timely as of the above opening date and time. All other offers submitted in response to this solicitation, if any are hereby rejected as late.

**BIDDERS WHO BID "NO BID":** Office Depot

**NON-RESPONSIVE BIDDERS:** None

**RECOMMENDATION FOR AWARD:**

**Committee:** Shanna Duncan - Buyer, Irene Dahnke - Buyer, Vince Windham - Program Director

In accordance with DOE Administrative Rule 6A-1.012(12)(C): "If less than two responsive proposals for commodity or contractual services are received, the district school board may negotiate on the best terms and conditions or decide to reject all proposals. The district school board shall document the reasons that negotiating terms and conditions with the sole proposer is in the best interest of the school district in lieu of resoliciting proposals;". The Purchasing Department negotiated directly with Staples and Staples has agreed to match the current State of Florida Contract #14111500-15-1 pricing for the 8 1/2 x 11 and 11 x 17 copy paper. Staple's original bid for the 8 1/2 x 14 copy paper is lower than the current State Contract pricing. The Staples proposal also includes faster delivery times and no minimum case count. The state contract requires a minimum order of five (5) cases per delivery. The committee recommends the award to the lowest responsible and responsive bidder, **Staples Business Advantage**. All items will be purchased at a fixed price, as needed, throughout the contract term. The negotiated pricing is guranteed for the first six (6) months of the contract.

**FUNDING:**

Fund	Function	Object	Center	Project
Varies per School/Department				

Failure to file a protest within the time prescribed in Florida Statutes 120.57, Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

# STAPLES<sup>®</sup>

## Business Advantage

10/24/2018

**This letter is in reference to negotiated pricing for ITB 19-03, Okaloosa County School District**

All terms and conditions in accordance with ITB 19-03, with the exception of negotiated prices. Contract start date will be November 14, 2018.

8 ½ x 11 - \$29.74/case

8 ½ x 14 - \$39.57/case

11 x 17 - \$31.22/case

Price offered shall be firm against any increase for a period of at least 6 months from effective date of contract. Upon completion of this initial period, if vendor has received, or receives during balance of contract period, an increase in price from the mill, they may request, in writing, an increase not to exceed 5% of the current contract price. Any cumulative price increase, which exceeds 15% over the term of the contract, will subject the agreement for review for possible termination, rebidding, and/or re-negotiation.

A thirty (30) day written advance notice is required for any price adjustment. Notice shall include the reason for the increase, amount of the increase, items affected, and documentation written on mill letterhead to support that an increase has taken effect. Any increase requested, if acceptable to the District, would apply only to the wholesale cost per cwt. from the mill, will be general throughout the paper industry, and not confined to the contractor supplying the contract paper. **Price increase shall not take effect until the purchasing department issues a formal acceptance letter to the vendor. Orders issued and received by the vendor prior to any announced price increase shall be provided at the original purchase price and not subject to any increase.**

Vendor shall notify the District of a price decrease in writing no later than 20 working days after vendor has received the price decrease notice from the mill. **Price decrease shall not take effect until the purchasing department issues a formal acceptance letter to the vendor.**

Sincerely,



Lane Harper, Area Sales Manager

Staples, Inc.  
500 Staples Drive  
Address line #2  
Framingham, MA 01702