

# Executive Summary

Board of Governors Meeting, July 13, 2022

## Office Supplies Contract (STC 44111513-17-01)

### Topic

This Consent Item requests approval for the continuing use of the DMS State Term Contract for Office Supplies for enterprise supply needs. The requested contract amount (\$70,000/year) represents an approximate 77% reduction from the earlier authorized amount from December of 2017.

Facilities Management and Real Estate coordinates and oversees spending for copier and printer supplies (toner, ink, paper), break room supplies and other miscellaneous supplies for the entire enterprise are also included in this Consent Item. As a result of implementing the Distributive Workforce Policy and working toward a balanced hybrid work environment, a significant reduction in spend has been realized and is projected to remain at or below this level for the next several years.

Individual business units also order general office supplies from this contract that are not managed on an enterprise basis. Each business unit is responsible for adhering to their individual budget allocation for office supplies when procuring from State Term Contract resources.

The three vendors available under the DMS Office Supplies Contract are Office Depot, Staples, and Elite Office & Business Solutions.

### History

The Division of State Purchasing within the Florida Department of Management Services procures state contracts and agreements for commodities and services which are frequently used by multiple state agencies and eligible users. Citizens is an eligible user entitled to purchase from these agreements to have the benefit of the savings these contracts achieve.

This state term contract for office supplies includes, but is not limited to:

- Breakroom and cleaning supplies
- Folders, binders, and accessories
- Office consumables, including art and educational supplies
- Office equipment (calculators, carts, shredders, printers, furniture, etc.)
- Information technology (IT) peripherals (mice, keyboards, USB/flash drives, etc.)
- Paper (copier, art, construction, colored, photo, specialty, etc.)
- Toner (original equipment manufacturer and remanufactured)

### Recommendation

Citizens' Staff proposes that the Board of Governors:

- a) Authorize the Consent Item with Office Depot, Staples, and Elite Office & Business Solutions for purchasing office supplies through April 17, 2027, for an amount not to exceed \$ 336,000 which is estimated to be \$70,000 annually, as set forth in this Consent Item; and
- b) Authorize staff to take any appropriate or necessary action consistent with this Consent Item.

## Office Supplies Contract

### ACTION ITEM

New Contract

Contract Amendment

Other \_\_\_\_\_

### CONSENT ITEM

Contract Amendment

Existing Contract Extension

Existing Contract Additional Spend

Previous Board Approval \_\_\_\_\_

Other: Extended use of contract with associated spend to cover term

**Action Items:** Items requiring detailed explanation to the Board. When a requested action item is a day-to-day operational item or unanimously passed through committee it may be moved forward to the board on the Consent Index.

**Move forward as Consent:** This Action item is a day-to-day operational item, unanimously passed through committee or qualifies to be moved forward on the Consent Index.

**Consent Items:** Items not requiring detailed explanation to the Board of Governors. Consent items are contract extensions, amendments or additional spending authorities for items previously approved by the Board.

<b>Item Description</b>	Office Supplies Contract (State Term Contract: 44111513-17-01)
<b>Purpose/Scope</b>	<p>This Consent Item requests approval for the continuing use of the DMS State Term Contract for Office Supplies for enterprise supply needs. The requested contract amount (\$70,000/year) represents an approximate 77% reduction from the earlier authorized amount from December of 2017.</p> <p>Facilities Management and Real Estate coordinates and oversees spending for copier and printer supplies (toner, ink, paper), break room supplies and other miscellaneous supplies for the entire enterprise are also included in this Consent Item. As a result of implementing the Distributive Workforce Policy and working toward a balanced hybrid work environment, a significant reduction in spend has been realized and is projected to remain at or below this level for the next several years.</p> <p>Individual business units also order general office supplies from this contract that are not managed on an enterprise basis. Each business unit is responsible for adhering to their individual budget allocation for office supplies when procuring from State Term Contract resources.</p> <p>The three vendors available under the DMS Office Supplies Contract are Office Depot, Staples, and Elite Office &amp; Business Solutions.</p>
<b>Contract ID</b>	Office Supplies Contract Florida Dept of Management Services State Term Contract No. 44111513-17-01

## Office Supplies Contract

<b>Budgeted Item</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>Operating supplies are included in the annual budget. Each budget owner is responsible for managing spending within budgeted parameters for their cost center.</p>
<b>Procurement Method</b>	<p>In accordance with Citizen's Purchasing Policy, Citizens will utilize Florida State Term Contract No. 44111513-17-01 and any successor or supplemental office supply contracts made available by DMS (the "DMS Office Supplies Contract"). The DMS Office Supplies Contract is currently set to expire on April 17, 2027.</p>
<b>Contract Amount</b>	<p>\$336,000 (which equates to approximately \$70,000 annually).</p>
<b>Contract Terms</b>	<p>July 1, 2022 through April 17, 2027 (4.8 years – to the expiration of the DMS Office Supply Contract)</p>
<b>Item Qualifies for Consent Index</b>	<p>This Consent Item is a day-to-day operational item, does not go through a committee and qualifies to moved forward on the Consent Index.</p>
<b>Board Recommendation</b> (DOES NOT go through Committee)	<p>Citizens' Staff proposes that the Board of Governors:</p> <ol style="list-style-type: none"> <li>a) Authorize the Consent Item with Office Depot, Staples, and Elite Office &amp; Business Solutions for purchasing office supplies through April 17, 2027, for an amount not to exceed \$ 336,000 which is estimated to be \$70,000 annually, as set forth in this Consent Item; and</li> <li>b) Authorize staff to take any appropriate or necessary action consistent with this Consent Item.</li> </ol>
<b>CONTACTS</b>	<p>Violet Bloom, Chief Human Resources Officer Cherri Linn, Director of Facilities Management and Real Estate</p>