

CONSENT ITEM

CONTRACT ID:	Office Supplies Florida State Term Contracts No. 618-000-11-1 & 441115143
BUDGETED	Office supplies are included in the annual budget. Each budget owner is responsible for managing spending within budgeted parameters for their cost center.
CONTRACT AMOUNT	Up to \$315,000
CONTRACT HISTORY	The Florida Department of Management Services (DMS) Office Supplies Contract was originally approved for use on December 15, 2010.
CONTRACT TERM(S)	January 1, 2017 through December 31, 2017
PURPOSE/SCOPE	<p>This Consent Item requests approval to continue using the DMS Office Supplies Contracts for enterprise supply needs and represents a 34% reduction from the 2015-2016 authorized amount.</p> <p>In their role of managing key operational supplies for the entire enterprise, Facilities Management and Real Estate coordinates and oversees spending for copier and printer supplies (toner, ink, paper), break room supplies and other supplies.</p> <p>Individual business units maintain those general office supplies that are not managed on an enterprise basis. Each business unit is responsible for adhering to their individual budget allocation for office supplies.</p> <p>Citizens predominantly utilizes Office Depot to fulfill purchases through the DMS Office Supplies Contract.</p>
PROCUREMENT METHOD	In accordance with Citizen's Purchasing Policy, Citizens will utilize Florida State Term Contract No. 618-000-11-1 and the successor contracts awarded by the DMS under RFP No. 07-44111513-K-AD (the "DMS Office Supplies Contracts"). The current DMS contract is set to expire on 4/17/2017 and is expected to be replaced by contracts awarded by DMS under RFP No. 07-44111513-K-AD.
RECOMMENDATION	<p>Citizens' staff recommends that Citizens Board of Governors:</p> <ul style="list-style-type: none">a) Approve the continued use of the Office Supplies Contracts and any successor contracts established or authorized by DMS through December 31, 2017; andb) Authorize staff to take any appropriate or necessary action consistent with this Consent Item.
CONTACTS	Daniel Sumner, Chief Legal Officer and General Counsel