

# CONSENT ITEM

Board of Governors Meeting, December 13, 2017

<b>CONTRACT ID:</b>	<b>Office Supplies Contract</b> Florida State Term Contract No. 44111513-17-01
<b>BUDGETED</b>	Operating supplies are included in the annual budget. Each budget owner is responsible for managing spending within budgeted parameters for their cost center.
<b>CONTRACT AMOUNT</b>	Up to \$300,000 annually
<b>CONTRACT HISTORY</b>	The Florida Department of Management Services (DMS) Office Supplies Contract was last approved for use on December 7, 2016.
<b>CONTRACT TERM(S)</b>	January 1, 2018 through April 17, 2022
<b>PURPOSE/SCOPE</b>	<p>This Consent Item requests approval to continue using the DMS Office Supplies Contract for enterprise supply needs. The requested contract amount represents a 5% reduction from the 2017 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>Four vendors may be used under the DMS Office Supplies Contract, including Office Depot, Staples Contract &amp; Commercial, Gulf Coast Office Products and Elite Office &amp; Business Solutions. Citizens predominantly utilizes Office Depot.</p>
<b>PROCUREMENT METHOD</b>	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, 2022.
<b>RECOMMENDATION</b>	<p>It is recommended that Citizens' Board:</p> <p>a) Approve the continued use of the Office Supplies Contract and any successor or supplemental contracts established or authorized by DMS through April 17, 2022; and</p> <p>b) Authorize staff to take any appropriate or necessary action consistent with this Consent Item.</p>
<b>CONTACTS</b>	Daniel Sumner, Chief Legal Officer and General Counsel