



CITY OF ORLANDO

November 7, 2016

MEMORANDUM

TO: David Billingsley, C.P.M., Chief Procurement Officer

FROM: Karen Elzy, Senior Purchasing Agent 

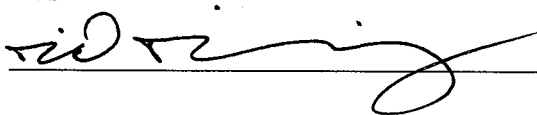
SUBJECT: Piggyback contract from State of Florida Department of Management Services, Paper: Office, Virgin and Recycled Content (14111500-15-1), with Mac Papers, Inc. (C17-0058)

The State of Florida Department of Management Services has bid the subject State Term Contract and awarded to Mac Papers, Inc. from July 19, 2016 through July 18, 2021. The City piggybacks the State of Florida Department of Management Services contract for our office paper requirements. During the calendar year of 2015, the City spent an estimated amount of \$98,995.82 on the preceding State of Florida contract for office paper.

With your approval below, I will prepare necessary documents and consent agenda to utilize the subject contract in accordance with State of Florida Department of Management Services instructions in the estimated amount of \$500,000.00 for the initial five-year term and subsequent renewal period thereafter.

If you have any questions, please let me know.

Approved:

A handwritten signature in black ink, appearing to read "David Billingsley", written over a horizontal line.

KE/ke

PROCUREMENT AND CONTRACTS DIVISION

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