




CITY OF ORLANDO

April 30, 2017

MEMORANDUM

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

FROM: Karen Elzy, Senior Purchasing Agent 

SUBJECT: Piggyback contract for Office Supplies from National Joint Powers Alliance (NJPA) (Contract No. RFP 010615) with Staples Contract & Commercial, Inc. dba Staples Business Advantage (C17-0320)

On April 10, 2017, City Council approved the piggyback of State of Florida contract #07-44111513-17-01 with Staples Contract & Commercial, Inc. dba Staples Business Advantage. However, based on recent conversations between Staples and the State of Florida, it will not be feasible for Staples to offer both contract and non-contract items on our master account as originally intended.

In order to provide the City with an option which will offer desired products under a single account, Staples Business Advantage has provided the City with an option to piggyback a contract with the National Joint Powers Alliance Cooperative (NJPA).

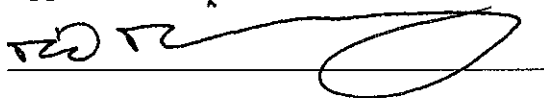
The benefits of NJPA contract include: availability of non-contract items in addition to the contract items available on the State of Florida contract, competitive pricing, and a Volume Rebate based upon Net Sales. Based upon our estimated annual expenditures with Staples, the City would realize an annual rebate of 2% or \$5,000.00. This contract pricing would also be available to the City at Staples retail stores.

Based on research of the City's options, it is my recommendation that the City utilize the NJPA contract RFP 010615 with Staples Business Advantage. In addition to office products, this contract also includes classroom supplies, toner, paper, managed print services, technology, facilities, and safety supplies, furniture, custom print, promotional products and breakroom supplies.

The aforementioned contract surpasses the State of Florida contract and provides competitive pricing and product availability. With your approval below, I will prepare necessary documents and consent agenda to utilize the subject contract, as noted above, in the estimated amount of \$250,000.00 in accordance with the initial terms and subsequent renewal periods thereafter.

If you have any questions, please let me know.

Approved:

A handwritten signature in black ink, appearing to be "K. Elzy", written over a horizontal line.

PROCUREMENT AND CONTRACTS DIVISION

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