

# PURCHASING AGENDA ITEM

Hernando County School District

**School Board Approval Meeting:**

**March 12, 2024**

**RFP No. 21-615-18 PB**

**Bid Title: Office Supply Catalog Solutions**

*Recommend approval of this agenda item under the specific category below:*

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Lowest Bid(s)                    | <input type="checkbox"/> Request for Proposal(s)        | <input type="checkbox"/> Low Bid(s) Meeting Specification | <input type="checkbox"/> Rejection/Cancellation   |
| <input type="checkbox"/> Revised Award                    | <input checked="" type="checkbox"/> Renewal of Contract | <input type="checkbox"/> Sole Source                      | <input type="checkbox"/> Re-Award (Partial/Whole) |
| <input type="checkbox"/> Bid Termination                  | <input type="checkbox"/> Revisions/Amendments to Bid    | <input type="checkbox"/> Bid Extension                    | <input type="checkbox"/> Emergency                |
| <input checked="" type="checkbox"/> Piggyback Cooperative |   |   |   |

**Bid Contract Period:**

04/07/2024 through 04/06/2025

☐ N/A – One Time Purchase

**Contract Type:**

☐ Estimated  
Dollar Amount

☐ Firm, Fixed  
Dollar Amount

☐ Firm, Fixed  
Unit Prices

☐ Firm, Fixed Hourly Rates, Fees  
and/or Percentages

**Renewal Options:**

No. of Terms  
Remaining

☐ Length of  
Each Term (month)

☐ Length of  
Each Term (year)

☒ None

**Rationale/Reason:** Renewal of the Piggyback of Sourcewell (State of Minnesota local government agency and service cooperative) RFP #012320-SSC for Office Supply Catalog Solutions, awarded to Staples Contract & Commercial, LLC. for the purchase of Office Supplies & Equipment. Bid #21-615-18 PB RN has been assigned for internal tracking purposes.

Bidders Electronically  
Downloaded From Public  
Purchase Website: n/a

Bids Received:

No Bids:

Late Bids:

Rejected Bids:

N/A – Bids Not  
Required: Piggyback

**Submitted By:**

Christopher Reckner  
Director of Purchasing & Warehousing

**School(s):** District Wide

**Requested By:**

For Use District-Wide

Recommended award to Staples Contract & Commercial, LLC. (See attached)

**T/C CODE: 2118**

## Staples Contract & Commercial

<u>In Scope</u>	<u>Covered by Another Bid</u>
<ul style="list-style-type: none"><li>* Office Consumables</li><li>* Office Equipment</li></ul>	<ul style="list-style-type: none"><li>* Classroom Supplies</li><li>* Computer Related Equipment</li><li>* Bulk Paper (Copy)</li><li>* Furniture</li><li>* Toner</li></ul>