

PURCHASING AGENDA ITEM

Hernando County School District

School Board Approval Meeting:

April 8, 2025

Bid No. 25-615-36 PB

Bid Title: Office Supply and Workplace 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 type="checkbox"/> Renewal of Contract | <input type="checkbox"/> Sole/Single Source | <input type="checkbox"/> Re-Award (Partial/Whole) |
| <input type="checkbox"/> Contract Termination | <input type="checkbox"/> Amendments to Contract | <input type="checkbox"/> Extension of Contract | <input type="checkbox"/> Emergency |
| <input type="checkbox"/> Reversed Auction | <input checked="" type="checkbox"/> Piggyback - Cooperative | <input type="checkbox"/> Responsive/Responsible Bidders | |

Bid Contract Period:

04/08/2025 through 02/02/2029

N/A – One Time Purchase

Contract Type:

Estimated
Dollar Amount

Firm, Fixed
Dollar Amount

Firm, Fixed
Unit Prices

Firm, Fixed Unit Prices,
Hourly Rates, Fees and/or
Percentages

Renewal Options:

No. of Terms
Remaining
3

Length of
Each Term (month)

Length of
Each Term (year)
1

None

Rationale/Reason: Piggyback Sourcewell Cooperative, RFP/Contract No. 070924: Office Supply and Workplace Solutions, awarded to Staples Contract & Commercial, LLC. for the purchase of office supplies and equipment. This contract will be used district-wide utilizing schools and sites approved annual budgets. HCSB Bid No. 25-615-36 PB has been assigned for internal tracking purposes.

**Bidders Electronically
Downloaded From**

Bidnet Direct 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: (See attached)

T/C CODE: 2536

Awarded Vendor:

Staples Contract & Commercial, LLC

Gilbert Saunders

(407) 572-5768

gilbert.saunders@staples.com