



APPROVED BY ORANGE  
COUNTY BOARD OF COUNTY  
COMMISSIONERS

BCC Mtg. Date: May 24, 2016

April 22, 2016

To: Mayor Teresa Jacobs  
and the Board of County Commissioners

From: *CW* Carrie Woodell, Acting Manager, Procurement Division

Contact: Linda Carson, Senior Purchasing Agent, Procurement Division  
407-836-5548

Subject: Award of Invitation for Bids Y16-1020-LC, Office Supplies

ACTION REQUESTED:

Approval to award Invitation for Bids Y16-1020-LC, Office Supplies, to the low responsive and responsible bidder, Office Depot, Inc., for a 1-year term contract in the estimated contract amount of \$1,001,000 based on historical usage. Further request authorization for the Procurement Division to renew the contract for two additional 1-year periods.

PROCUREMENT:

To provide all County divisions office supplies on an as needed basis.

APPROVALS:

The Procurement Division and the Business Development Division concur with this recommendation.

REMARKS:

Three bids were received in response to the Invitation for Bids. The bids were evaluated for price, responsiveness and responsibility. Each bidder was required to provide a bid consisting of a fixed percentage discount from their published catalog pricing for office supplies. A representative sampling of 100 brand name items was priced using the discount to determine the low bidder. The award recommendation is based on the highest fixed discount percentage from the published catalog pricing for supplies, toner cartridge, and copier paper. Office Depot's bid of a 73.6% discount for supplies, 36.5% for toner cartridge and 81.5% for copier paper was determined to be the most advantageous bid for the County. This fixed discount percentage will be applicable to all authorized purchases in the catalog and shall remain firm for the life of the contract and any renewals.

The ordering system under the proposed contract allows all orders to be researched, placed and received electronically and paid for via the County's purchase cards. Therefore, this system will significantly reduce the amount of paper and manual intervention required for transactions.

Bid tabulation follows:

<b><u>Bidder</u></b>	<b><u>Catalog</u></b>	<b><u>Toner Cartridge</u></b>	<b><u>Copier Paper</u></b>	<b>Total Evaluated Cost for 100 Brand Name Items</b>
Office Depot, Inc.	73.6%	36.5%	81.5%	\$1,598.29
Capital Office Products of Volusia County, Inc.	52%	48%	75%	\$2,875.80
HP Office Products, Inc.	51%	47%	74%	\$2,932.59




Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

April 8, 2016

TO: Linda Carson, Senior Purchasing Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator   
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y16-1020-LC, Office Supplies**

The Business Development Division evaluated the **3 bids** submitted for this project and found that **none** of the bidders are Orange County Certified Minority Women Business Enterprises. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 can not be applied.

c: Sheena Ferguson, Manager, Business Development Division

