

TOWN OF PALM BEACH

Information for Town Council Meeting on: September 12, 2023

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Bob Miracle, CPA, Deputy Town Manager, Finance and Administration

FROM: Dean Mealy II, NIGP-CPP, CPPO Procurement and Contract Manager

RE: Approve the Award to Contract for Office Supplies to Office Depot in the Amount of \$79,750 and Establishing a Project Budget of \$87,000 for FY24 - **Resolution No. 103 -2023**

DATE: August 25, 2023

STAFF RECOMMENDATION

Town staff recommends that Town Council approve the Award to Contract for Office Supplies to Office Depot in the Amount of \$79,750 and Establishing a Project Budget of \$87,000 for FY24.

GENERAL INFORMATION

The Town has historically purchased office supplies from Office Depot using the City of Tamarac Florida Contract #19-12R. The City of Tamarac contract provides better pricing and terms from that of the State of Florida Contract.

The requested funding amount is based on departmental budget submission and past usage.

PROCUREMENT AND CONTRACT BACKUP

Procurement and Contracts has verified satisfactory performance by Office Depot. In review of options to secure office supplies, the City of Tamarac has negotiated the best pricing available to their customers.

FUNDING/FISCAL IMPACT

Funding for this award will be from departmental operating budgets for their respective office supply needs.

TOWN ATTORNEY REVIEW

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.