

# **TOWN OF PALM BEACH**

Information for Town Council Meeting on: September 13, 2018

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TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

FROM: Jane Le Clainche, Finance Director

RE: Approval to use State of Florida Department of Management Services contract for Office Depot, Inc., for office supplies for all Departments  
**Resolution No. 170-2018**

DATE: August 28, 2018

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## **STAFF RECOMMENDATION**

Town staff recommends that Town Council approve Resolution No.170-2018 for office supplies from the State of Florida Department of Management Services covering the period of October 1, 2018 and ending April 17, 2022. The award to Office Depot, Inc. for the remaining contract period for the amount of \$232,916, contingent upon funding in future fiscal year.

## **GENERAL INFORMATION**

The Town has previously piggybacked the State of Florida Contract to secure office supplies. Best pricing options for office supplies has been reviewed and this contract provides the Town the best price options. The contract period that was awarded extends through April 17, 2022. Town Purchasing will continue to monitor the market place to ensure best pricing options are available to the Town.

## **FUNDING/FISCAL IMPACT**

The funding for the use of the Office Depot contract for all departments will be the approved budget amount.

## **PURCHASING REVIEW**

This item has been reviewed by the Purchasing Division and approved as recommended.

## **TOWN ATTORNEY REVIEW**

This Resolution has been reviewed and approved by the Town Attorney for legal form and sufficiency.

Attachments