


CITY OF TARPON SPRINGS, FL

PROCUREMENT SERVICES

324 East Pine Street
P.O. Box 5004
Tarpon Springs, Florida 34688-5004
(727) 942-5615
Fax (727) 937-1766

MEMORANDUM

TO: Honorable Mayor and Board of Commissioners
FROM: Jay Jackus, CPPO, CPPB, Procurement Services Director 
DATE: 3/21/2017
SUBJECT: Authorize the Purchase of Office & Educational Consumables through Florida State Contract No. 44111513-17-01

RECOMMENDATION:

Authorize the Procurement Services Director to utilize Florida State Contract No. 44111513-17-01 Office Supplies with Office Depot-Business Services Division and Staples Contract & Commercial, Inc., for the purchase of office & educational consumables in the estimated annual amount of \$85,000.00 for the period April 18, 2017 through April 17, 2022 for various City departments.

BACKGROUND:

The purpose of this contract is to provide office & educational consumables for various City departments for use in their daily operations. Products are to be purchased on an as-needed basis.

The State of Florida competitively bid the contract and allows for the utilization by any and all units of local governments and political subdivisions within the State of Florida and in accordance with the provisions of Chapter 287, F.S., and 60A, Florida Administrative Code.

FUNDING: Funding will be identified at the time orders are placed.

Accepted by: _____ Attest: _____
City Manager City Clerk