



# AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

**MEETING DATE** 2018-05-08 10:05 - School Board Operational Meeting

**AGENDA ITEM** ITEMS

**CATEGORY** EE. OFFICE OF STRATEGY & OPERATIONS

**DEPARTMENT** Procurement & Warehousing Services

**Special Order Request**  
 Yes  No

**Time**

**Open Agenda**  
 Yes  No

**ITEM No.:**  
EE-22.

**TITLE:**  
Recommendation of \$500,000 or Greater - 18-160B - Letter and Legal-sized Paper

**REQUESTED ACTION:**  
Approve the recommendation to award the above Invitation to Bid (ITB). Contract term: August 1, 2018 through July 31, 2020; 2 Years; User Department: District-wide; Award Amount: \$2,450,000; Awarded Vendor(s): Office Depot; School Specialty Inc.; Small/Minority/Women Business Enterprise Vendor(s): None.

**SUMMARY EXPLANATION AND BACKGROUND:**  
The School Board of Broward County, Florida, received seven (7) bids for ITB 18-160B - Letter and Legal-sized Paper. Letter and legal-sized paper is needed throughout the District for daily use to print documents, emails, special projects, etc. This ITB will allow schools and departments to order these items directly from our Central Warehouse.  
A copy of the bid documents are available online at: [http://www.broward.k12.fl.us/supply/agenda/18-160B\\_Letter&LegalSizedPaper.pdf](http://www.broward.k12.fl.us/supply/agenda/18-160B_Letter&LegalSizedPaper.pdf)

**SCHOOL BOARD GOALS:**  
 Goal 1: High Quality Instruction  Goal 2: Continuous Improvement  Goal 3: Effective Communication

**FINANCIAL IMPACT:**  
The estimated financial impact will be \$2,450,000. The funding source will come from the schools and departments' operating budgets. The financial impact represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.

**EXHIBITS: (List)**  
(1) Executive Summary (2) Recommendation Tabulation (3) Financial Analysis Worksheet (4) Memo to Revise (5) Memo to Revise

**BOARD ACTION:**  
  
(For Official School Board Records Office Only)

**SOURCE OF ADDITIONAL INFORMATION:**

Name: Jeffrey Moquin	Phone: 754-321-2650
Name: Mary Coker	Phone: 754-321-0501

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
Senior Leader & Title

Maurice L. Woods - Chief Strategy & Operations Officer

Signature

Approved In Open Board Meeting On: \_\_\_\_\_

By: \_\_\_\_\_  
School Board Chair