



**Meeting Type** City Council – Regular Meeting

**Meeting Date** May 21, 2025

## **Agenda Request Form**

### **City of Cape Coral**

#### **Title**

Resolution 139-25

#### **Ordinances and Resolutions**

A Resolution of the Mayor and City Council of the City of Cape Coral, Florida, approving the purchase order for office supplies and workplace solutions from Staples Contract & Commercial, LLC, on an as-needed basis, in accordance with Sourcewell Contract No. 070924, in the estimated annual amount of \$200,000, not to exceed budgetary limits; authorizing the City Manager or their designee to execute any contracts, purchase order(s), and renewal(s).

Department: Citywide

Dollar Value: \$200,000 (General Fund, Enterprise Funds, Internal Funds)

Duration: Four-year contract with three additional one-year renewals

Procurement Methodology: Piggyback

**Requested Action** Approve or Deny

#### **Summary Explanation and Background**

Departments purchase office supplies for day-to-day operations. To leverage and benefit from competitive and discount pricing, the City reviews pricing and piggyback opportunities.

On July 9, 2024, Sourcewell issued competitively solicited Request for Proposal #070924 to select a company to provide office, school and other workplace-related supplies and services, on an as-needed basis.

Contract #070924 was awarded to Staples Contract & Commercial, LLC d/b/a Staples. The contract term is from February 3, 2025 through February 2, 2029 and allows up to a three additional one-year renewal periods.

Due to the City's status as a participating public agency with the Sourcewell purchasing cooperative, the City can piggyback the existing contract.

If approved, this piggyback will follow the term of the Sourcewell contract, including renewal periods. This approval does not grant exclusivity. Staff has been directed to also check prices of other sources. This is a budgeted item.

This procurement is governed by the City of Cape Coral Code of Ordinances, Article VII, Division 1, §2-144(f) authorizes the City to purchase goods or services from contracts awarded by other governmental or not-for profit entities by competitive bid or request for proposals.

#### **Strategic Plan Alignment**

Is this a Strategic Decision?

YES

If No, will it harm the intent or success of the Strategic Plan? Choose an item.

If Yes, Priority Goals Supported are listed below:

- CITY SERVICES AND AMENITIES: DELIVER EXCEPTIONAL CITY SERVICES AND HIGH-QUALITY AMENITIES
- COMMUNICATION: CULTIVATE AN ENGAGED AND INFORMED COMMUNITY AND WORKFORCE
- ECONOMY, EDUCATION, AND WORKFORCE: CREATE A COMMUNITY OF PROSPEROUS RESIDENTS, THRIVING NEIGHBORHOODS, AND SUCCESSFUL BUSINESSES
- FISCAL SUSTAINABILITY: MAINTAIN A FINANCIALLY SOUND GOVERNMENT AND HIGH-PERFORMING ORGANIZATION
- INFRASTRUCTURE: INVEST IN RESILIENT INFRASTRUCTURE
- ENVIRONMENTAL SUSTAINABILITY: PRESERVE CAPE CORAL'S NATURAL RESOURCES FOR CURRENT AND FUTURE GENERATIONS

Is this a Consultant recommendation? Choose an item.

Is this contained in a Master Plan? Choose an item.

If yes to either question, please provide details of the name of Consultant or name of the Master Plan when applicable:

**Recommendations**

Staff recommends piggybacking Sourcewell Contract #070924 with Staples Contract & Commercial LLC for the Purchase of Office Supplies and Workplace Solutions, on an as needed basis.

**Source of Additional Information**

Crystal Feast, Interim Financial Services Director, [cfeast@capecoral.gov](mailto:cfeast@capecoral.gov), 239-574-0489

**Fiscal Impact/Funding Sources(s)/Budget Consideration**

Funding Source: This contract would be utilized by all city departments and will be funded through each respective operational account.

Will this action result in a Budget Amendment? NO

Prepared By Wanda Roop (MR)