

## Purchasing Notes

<b>EVENT #</b> 8510	<b>TITLE:</b> Office Supplies	<b>COST:</b> \$800,000
<b>TYPE OF PROCUREMENT:</b> RFP	<b>ANNUAL CONTRACT</b> <input checked="" type="checkbox"/> <b>ANNUAL MAINTENANCE AGREEMENT</b> <input type="checkbox"/>	<b>ONE TIME PURCHASE</b> <input type="checkbox"/>

**CONTRACT TERM (IF APPLICABLE)**  
Contract term is January 27, 2022 through January 26, 2023

**S/DBE (IF APPLICABLE)**  
N/A

**MATRIX (IF APPLICABLE)**

Proposer	Proposer's Qualifications and Experience, Including Support Capabilities (25 points)	User Friendly Website for Ordering and Pricing (20 points)	Discounted Pricing to Include any Large Order Rebates and/or any Other Incentives (10 points)	References (5 points)	Fees (20 points)	Savannah First Local Vendor Participation (20 points)	Total (100 points)
STAPLES ADVANTAGE	24	19.4	9.6	5	20	20	98
VIP OFFICE	25	19	9.6	5	12.2	20	90.8

### NOTES

Recommend approval to award an annual contract for Office Supplies with Staples Advantage in the amount of \$800,000. This contract is used by all City of Savannah staff to procure office supplies, copy paper, office equipment, and small furniture.

The method used for this procurement was the request for proposal, which evaluates criteria in addition to cost. Proposals were received and evaluated on the basis of qualifications and experience, including support capabilities, user friendly website for ordering and pricing, pricing to include large order rebates and/or other incentives, references, fees, and Savannah First local vendor participation.

The Staples Advantage supply list indicates discount pricing for each item on the list. Discounts are offered for office supplies at 67%, paper at 78-87.45%, small furniture at 55%, technology at 40%, OEM and remanufactured ink and toner at 38-55%, and many other discounts on foodservice, cleaning supplies, and miscellaneous office supplies. Additionally they offer a \$6.00 credit applied to every order placed over \$200.00 and an annual rebate for net sales volume of 1% for \$0-\$299,999, 2% for \$300,000-\$499,999, and 3% for \$500,000 and above.

The RFP was advertised, opened, and reviewed. The contract term expires on January 26, 2023. This contract also includes four available annual renewal options. Delivery: As needed. Terms: Net 30 days. The vendors were:

B.P.	Staples Advantage (11605 Abercorn Street, Savannah, GA ) <sup>(B)</sup>	\$40,219.84
	VIP Office Furniture and Supply, Inc. (9100 White Bluff Road, Savannah, GA) <sup>(B)</sup>	\$65,621.06

A pre-proposal conference was not conducted. (B) indicates local, non-DBE owned business. Recommend approval.

Local available: Yes

Total sent: 155

Total received: 2

Vendor federally debarred/suspended: No