

LEE COUNTY PORT AUTHORITY  
UTILIZATION OF OTHER COMPETITIVELY PROCURED CONTRACTS

**Vendor:** Staples Contract & Commercial LLC

**Board Approval Req'd:**  Yes / No

**Lead Agency:** Sourcewell

**Contract #/Title:** Solicitation Number RFP#012320

**Term:** Effective date – 04/06/2024

**Procurement Agent:** Larene Brubaker

**Renewal(s):** 04/06/2024 – 04/06/2025

**NOTICE OF WRITTEN DETERMINATION**

**Product/Service being requested (if a recurring purchase, describe the scope of work/services):**

For the purchase and delivery of Office Supplies, such as:

- 1) **Supplies Program.** Office, school, and other workplace-related supplies and services offered for sale by Staples to Sourcewell members, and
- 2) **Furniture Program.** Furniture with related accessories and services offered for sale by Staples to Sourcewell members.

The cooperative or piggyback contract has been evaluated and found to be appropriate because:

- Competitive requirements have been met
- Conforms to all applicable laws and best practices
- Specs, price, terms and conditions produce best value
- The lead agency has been contacted and has verified eligibility
- There are no known vendor performance or contract compliance issues
- The vendor is appropriately insured and licensed to do business in the State of Florida
- Other. LCPA Purchasing Manual Section 5.3 allows utilization of other competitively procured contracts when the Procurement Manager determines the contract authorizes such use and it is in the best interest of the Authority

Sourcewell, a State of Minnesota local government unit and service cooperative, requested proposals for Innovative Product Solutions to result in a contracting solution for use by its Participating Entities.

**This procurement method is in the best interest of LCPA because of the following advantages:**

The Authority will be able to enjoy competitive pricing solicited by Sourcewell, a governmental agency organized for the purpose of assisting public agencies in meeting needs more efficiently. Utilization of this agreement allows the Authority to leverage the benefits of obtaining excellent pricing. Purchasing cooperatives have several advantages, including, but not limited to:

- Aggregate buying power of public agencies
- A more expedited and streamlined process for Procurement and operating staff versus issuing an independent solicitation.
- Cost savings - save administrative costs from not having to conduct our own solicitation.

Approved by: \_\_\_\_\_



Melissa M. Wendel, CPPO NIGP-CPP  
Sr. Procurement Manager

Date Nov 3, 2023

# draft02\_24-33 (P Staples) Cooperative\_Piggyback Written Determination Form\_071423

Final Audit Report

2023-11-03

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