

# BOARD OF PORT COMMISSIONERS OF THE LEE COUNTY PORT AUTHORITY

<p>1. <b>REQUESTED MOTION/PURPOSE:</b> Request Board approve the use of contract number 012320-SCC to purchase office supplies from Staples Contract &amp; Commercial LLC through a Sourcewell cooperative agreement.</p> <p>2. <b>FUNDING SOURCE:</b> Net revenues from Lee County Port Authority Operating Funds</p> <p>3. <b>TERM:</b> One year extension period: April 6, 2024 to April 6, 2025</p> <p>4. <b>WHAT ACTION ACCOMPLISHES:</b> Provides the ability to purchase equipment, products or services under the cooperative agreement to ensure office supply needs are met for Port Authority departments at Southwest Florida International Airport and Page Field.</p>	<p>5. <b>CATEGORY:</b> 15 Administrative Agenda</p> <hr/> <p>6. <b>ASMC MEETING DATE:</b> 12/19/2023</p> <p>7. <b>BoPC MEETING DATE:</b> 1/18/2024</p>
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<p>8. <b>AGENDA:</b></p> <p>_____ CEREMONIAL/PUBLIC PRESENTATION</p> <p>_____ CONSENT</p> <p><u>  X  </u> ADMINISTRATIVE</p>	<p>9. REQUESTOR OF INFORMATION: (ALL REQUESTS) NAME <u>Brian W. McGonagle</u></p> <p>DIV. <u>Administration</u></p>
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**10. BACKGROUND:**

On September 3rd, 2020, the Board approved the use of a cooperative agreement between Staples Contract and & Commercial LLC and Sourcewell – a cooperative purchasing agency – to allow the Port Authority to purchase equipment, products or services under the contract. The Port Authority primarily uses this contract to purchase standard office supplies. Approximate spend since Board approval is \$400,000, averaging about \$133,333 per fiscal year. This contract has an expiration date of April 6, 2024 with a one-year extension option. Sourcewell and Staples have executed an extension through April 6, 2025. The Port Authority requests Board approval to continue to utilize the participating agreement over the extension period of April 6, 2024 – April 6, 2025.

**Attachments:**

1. Board Signed Participating Agreement
2. Staples (Sourcewell) 012320 Cooperative Agreement
3. Staples (Sourcewell) 01230 Contract Extension
4. Signed Written Notice of Determination – Staples (Sourcewell)

**11. RECOMMENDED APPROVAL**

<u>DEPUTY EXEC DIRECTOR</u>	<u>COMMUNICATIONS AND MARKETING</u>	<u>OTHER</u>	<u>FINANCE</u>	<u>PORT ATTORNEY</u>	<u>EXECUTIVE DIRECTOR</u>
Brian W. McGonagle	Victoria B. Moreland	N/A	David W. Amdor	Andrea R. Fraser	Benjamin R. Siegel

<p>12. <b>SPECIAL MANAGEMENT COMMITTEE RECOMMENDATION:</b></p> <p style="text-align: center;">APPROVED <b>X (5-0)</b> APPROVED as AMENDED DENIED OTHER</p>	<p>13. <b>PORT AUTHORITY ACTION:</b></p> <p style="text-align: center;">APPROVED APPROVED as AMENDED DENIED DEFERRED to OTHER</p>
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