



# City of Hollywood, Florida

2600 HOLLYWOOD BLVD. • P.O. Box 229045 • ZIP 33022-9045

DATE: **September 5, 2014**

RE: **BLANKET ORDER # B002533**

PRODUCT/SERVICE: **Office Supply  
Procurement Program**

**Office Depot, Inc.  
Attn: Donna Warren  
2925 W. Corporate Lakes Blvd.  
Weston, FL 33331**

**Telephone Contact: 1-305-491-1922  
Fax: 1-561-438-1082  
Email: donna.warren@officedepot.com**

Dear Vendor:

This is to inform you that the City of Hollywood, Florida is entering into a Blanket Order with your Company based on one of the following:

- |   |        |
|---|--------|
| <input type="checkbox"/> FORMAL BID #   |        |
| <input type="checkbox"/> INFORMAL BID #   | DATED: |
| <input type="checkbox"/> RENEWAL OF FORMAL BID #  | DATED: |
| <input type="checkbox"/> EXTENSION OF FORMAL BID/RFP#   | DATED: |
| <input type="checkbox"/> WRITTEN QUOTATION #  | DATED: |
| <input type="checkbox"/> VERBAL QUOTATION PER   | DATED: |
| <input type="checkbox"/> STATE OF FLORIDA CONTRACT #  | DATED: |
| <input type="checkbox"/> BROWARD COUNTY BID #   |        |
| <input checked="" type="checkbox"/> OTHER: <b>SE Florida Purchasing Cooperative RFP-13-23R approved 11/6/13 via R-2013-309.</b> |        |

The term of this order is **11/6/2014 through 11/5/2015 (1<sup>st</sup> one year renewal option).**

The estimated dollar value is **\$145,000.00 annually.**

The obligations of the City of Hollywood under this order are subject to the availability of funds lawfully appropriated for its purpose by the City Commission and are subject to the terms and conditions contained on the Purchase Order form.

The City of Hollywood Departments will issue hard copy orders against this Blanket Order as your authorization to deliver. All invoices must reference each unique document number.

If you have any questions, please contact **Ralph Dierks** at (954) 921-3223.

c: **All Departments, Divisions & Offices  
Finance**



## **Southeast Florida Governmental Purchasing Cooperative Group**

### **CONTRACT AWARD**

**BID/RFP NO.:** City of Tamarac RFI #13-23R; State of Florida Agreement #618-000-11-1\*  
**DESCRIPTION/TITLE:** OFFICE SUPPLIES – Award  
**CONTRACT PERIOD:** October 18, 2013 – October 17, 2016  
**TERM OF CONTRACT:** Three (3) Years with up to one (1) three (3) year renewal option

\* Note: State of Florida Agreement is in place through October 17, 2014. The State of Florida may extend the Agreement in one (1) year increments through October 17, 2015 and October 17, 2016 at its discretion. In the event that the Agreement is not extended, contract pricing shall revert to contingency pricing provided by Office Depot as part of the awarded Agreement for the remaining contract term.

#### **SECTION #1 - VENDOR AWARD**

**Vendor Name:** Office Depot Inc.  
**Vendor Address:** 6600 Military Trail  
Boca Raton, FL 33496  
**Contact:** Dinch Kagit -- Individual representative may be appointed for each entity  
**Phone:** (561) 251-7525  
**Customer Service:** (888) 263-3423  
**Fax:** (561) 438-1081  
**Cell/Pager:** N/A  
**Email Address:** dinch.kagit@officedepot.com  
**Website:** www.officedepot.com  
**FEIN:** 59-1039552  
**URL for State of Florida Contract Documents:**

[http://dms.myflorida.com/business\\_operations/state\\_purchasing/vendor\\_information/state\\_contracts\\_agreements\\_and\\_price\\_lists/state\\_term\\_contracts/office\\_and\\_educational\\_consumables/complete contract microsoft word](http://dms.myflorida.com/business_operations/state_purchasing/vendor_information/state_contracts_agreements_and_price_lists/state_term_contracts/office_and_educational_consumables/complete_contract_microsoft_word)

#### **SECTION #2 – AWARD/BACKGROUND INFORMATION**

**Award Date:** October 9, 2013  
**Resolution/Agenda Item No.:** R-2013-110  
**Insurance Required:** ☒ Yes ☐ No  
**Performance Bond Required:** ☐ Yes ☒ No

#### **SECTION #3 - PROCURING AGENCY**

**Agency Name:** City of Tamarac  
**Agency Address:** 7525 NW 88<sup>th</sup> Ave.  
Tamarac, FL 33321  
**Agency Contact:** Keith K. Glatz, CPPO, FCPM, FCPA  
**Telephone:** (954) 597-3570  
**Facsimile:** (954) 597-3565  
**Email:** keithg@tamarac.org