



CITY OF NORTH PORT PROCUREMENT FORM COMPETITIVE EXEMPTIONS



Please indicate: Visa Purchase Purchase Order

Single Purchase (For current FY) Blanket Purchase (Ongoing purchases for current FY) Change Order Amendment

DEPARTMENT/DIVISION: Finance/Purchasing

NAME OF REQUESTOR: Keith Raney

If Applicable: COMMISSION MEETING DATE: 12/10/2019 AGENDA ITEM NUMBER: 19-1386

Section 2-403 - Exemptions of the City of North Port Procurement Code states that certain procurements shall not be subject to competitive requirements in the judgment of the Purchasing Agent.

A. Please describe all products and/or services to be procured under this exemption:
(If additional space is needed, please attach a separate memo)

Office Supplies (including but not limited to, copy paper, consumables, folders, binders, accessories, toner, IT peripherals); break room cleaning supplies, minor office equipment.

B. Briefly explain why it is in the best interest of the City to procure under this exemption:
(If additional space is needed, please attach a separate memo)

These contracts are City Wide use. They provide competitive pricing through the Omnia Partners (Lead Agency, City of Tamarac) Cooperative (Office Depot) and Sourcewell (f/k/a, NJPA) (Lead Agency, Lodi, CA Unified School District) (Staples) for a wide variety of office supplies and discounts from 30 - 79% off list price of core and non core items with just in time delivery. The City eliminate the need for ordering in bulk and storing large amounts of inventory.

C. Vendor Information

Vendor Name: Office Depot/Staples Vendor Number: 994/5477

Address: _____

Contact: _____ Phone: _____ Email: _____



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D. Please select one of the following:

Piggyback (Departments may utilize another municipality, county, or other governmental agency contract). The requesting department must provide the following documentation: copy of the solicitation and addendum, tabsheet/price-sheet, vendor submittal, entity approval (either stated in the solicitation or letter from vendor) agenda approval and contract as back-up documentation. Purchasing may request additional information if needed.

Name of Entity: _____ Contract Number: _____

Start Date: _____ End Date: _____

Is a fee required to utilize this contract? Yes No If yes, how much? _____
 Vendor-Paid City-Paid

State of Florida Contract: The requesting department must provide the following documentation: copy of the tab sheet/price sheet, agenda approval and contract ***Further price negotiations may be conducted with state-awarded vendor per F.S. 287.056(2) ***

Number: _____ Name/Category: _____

Start Date: _____ End Date: _____

Florida Sheriff's Association Bid: The requesting department must provide the following documentation: copy of the tab sheet/price sheet, agenda approval and contract

Number: _____ Name/Category: _____

Start Date: _____ End Date: _____

Joint Cooperative: The requesting department must provide the following documentation: copy of the solicitation and addendum, tab sheet/price sheet, vendor submittal, agenda approval and contract

Lead Entity: Omnia Partners/City of Tamarac Contract Number: 19-12R Office Supplies

Start Date: 10/14/2019 End Date: 10/13/2023

Code Exemption* (Specify):

*For list of exemptions, see page 3



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Start Date: _____ End Date: _____

Is a fee required to utilize this contract? Yes No If yes, how much? _____
 Vendor-Paid City-Paid

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Joint Cooperative: The requesting department must provide the following documentation: copy of the solicitation and addendum, tab sheet/price sheet, vendor submittal, agenda approval and contract

Sourcewell//k/a NJPA, Lodi, CA Unified School District
Lead Entity: _____ Contract Number: 010615-SCC

Start Date: 08/01/2015 End Date: 08/01/2020

Code Exemption* (Specify):

*For list of exemptions, see page 3



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Sec. 2-403. - Exemptions.

- (a) (2) Procurement contracts between the city and nonprofit organizations, other governments or other public entities.
- (3) Procurement of:
- a. Dues and memberships in trade and professional organizations.
 - b. Subscriptions for periodicals, books, maps or training videos.
 - c. Real property, real estate brokering, or appraising.
 - d. Abstract of titles for real property; title insurance.
 - e. Works of art for public display or artistic services.
 - f. Advertising.
 - g. Medical, dental and other medically related services performed by a health care professional.
 - h. Room or board for social service clients.
 - i. Room and board for employees on city business.
 - j. Funeral related services.
 - k. Water, sewer, electrical, cable television or other utility services.
 - l. Personnel, including but not limited to part-time or temporary services.
 - m. Academic program reviews or lectures by individuals.
 - n. Auditing services and financial services.
 - o. Legal services.
 - p. Social services.
 - q. Lobbying services.
 - r. Goods, materials and equipment whose cost has been incorporated as part of a competitively bid project.

Vendor Tracking:

Check if Vendor Documents Current

YTD Dept Exp. (Inclusive): \$ _____

To be completed by Purchasing:

YTD City Wide Exp. (Inclusive): \$ _____



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PURCHASE DETAILS

Please provide the amount of the purchase for this product or service: \$ 110,000.00

Account # _____ Project # _____ Subtotal \$ _____
 Account # _____ Project # _____ Subtotal \$ _____
 Account # _____ Project # _____ Subtotal \$ _____
 Account # _____ Project # _____ Subtotal \$ _____

Line Item No.	Description	Unit of Measure	Quantity	Unit Price	Extended Price
	City wide blanket for Office Depot/Staples				110,000.00
Shipping (FOB Destination)					
Total					110,000.00

Attach Additional Pages if Necessary

I approve the competitive exemption procurement(s) as requested herein:

Requesting Department Director: _____ Date: _____
 Budget Administrator: H. Herena Date: 11/13/19
 Purchasing: M. Dwyer Date: 11/13/19
 Finance Director (If applicable): Kimberly Feller Date: 11/13/19
 Assistant City Manager (If applicable): _____ Date: _____
 City Manager (If applicable): _____ Date: _____

Print Form
Clear All Fields

