

# CITY OF MIAMI BEACH

CITY HALL 1700 CONVENTION CENTER DRIVE MIAMI BEACH, FLORIDA 33139  
http://ci.miami-beach.fl.us



COMMISSION MEMORANDUM NO. 438-01

TO: Mayor Neisen O. Kasdin and  
Members of the City Commission

DATE: July 18, 2001

FROM: Jorge M. Gonzalez  
City Manager *Jorge*

SUBJECT: Request for Approval to Award a Contract to U.S. Office Products in the Estimated Annual Amount of \$200,000.00, Pursuant to Bid No. 16-00/01, for the Purchase of Office Supplies for all Departments/ Divisions of the City of Miami Beach, Florida.

## ADMINISTRATION RECOMMENDATION

Approve the award.

## ESTIMATED CONTRACT AMOUNT AND FUNDING

\$200,000.00 Funds will be made available from various department budgets, subject to OMB approval.

## ANALYSIS

Invitation for Bid was issued on January 26, 2001 with an opening date of February 23, 2001. One hundred nineteen (119) notices, and sixty (60) bid specifications were issued by DemandStar, resulting in the receipt of six (6) responsive Bids.

This contract is for the purchase of office supplies with desktop delivery through a single solicitation, for all departments/divisions of the City of Miami Beach. This contract shall commence the day after award and shall remain in effect through September 30, 2002.

Providing the successful bidder will agree to maintain the same terms and conditions of the current contract, this contract could be extended for an additional two (2) years, on a year to year basis, if mutually agreed upon by both parties.

AGENDA ITEM C2C

DATE 7-18-01

**Bid No.16-00/01**

**July 18, 2001**

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Of the six (6) responsive bids, four (4) vendors bid comparable discounts off their catalog list price(s). U.S. Office Products, who was awarded the previous Office Supplies Contract, and has provided excellent delivery and service over the term of the contract, offered a fifty-one (51%) discount off the list price on the majority of all office supplies, and a seventy (70%) percent discount off all copier paper. The City of Miami Beach has spent over \$38,000.00 for copier paper this year, which accounts for 23% of the total dollars spent for office supplies, thus making their bid the most advantageous to the City of Miami Beach.

I recommend that the City Commission approve the award of a contract to the lowest and best bidder, U.S. Office Products, pursuant to Bid No. 16-00/01 for the purchase of office supplies.

**Subsequent to receipt of bids, Corporate Express acquired U.S. Office Products. Attached are letters from U.S. Office Products and Corporate Express. Effective October 1, 2001, Corporate Express will be the vendor of record.**

JMG/MDB/GE/YV

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**US Office Products**

US Office Products  
Florida District, LLC  
3249 SW 42nd Street  
Ft. Lauderdale, FL 33312

Tel: 954-792-9997  
Fax: 954-316-6066

June 13, 2001

Mr. Gus Lopez  
Procurement Director  
City of Miami Beach  
1700 Convention Center Drive  
Floor 3  
Miami Beach, FL 33139-1824

**Re: Bid #16-00/01 Purchase of Office Supplies Citywide**

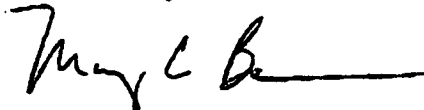
Dear Mr. Lopez:

As per your request, that letter is to verify that Corporate Express, a Burhmann Company, has acquired US Office Products' North American Office Products business. The sale was finalized on May 14, 2001.

Corporate Express, a Burhmann Company is the world's largest business-to-business supplier of essential office and computer products and services. Please be assured that we will continue to offer the same excellent level of service and value and look forward to continuing to be a valued partner with the City of Miami Beach.

I hope that this meets your requirements. Please call me if you have any questions or need further information. Thank you for your consideration.

Yours truly,



Mary C. Badder  
Account Manager

# Corporate Express

A Buhrmann Company

Corporate Express, Inc.  
FLMI

18000 State Road 9  
Miami, Florida 33162-1012

Phone  
(305) 651-3838  
Fax  
(305) 651-7001  
Website  
CorporateExpress.com

June 14, 2001

Mr. Gus Lopez  
Procurement Director  
City of Miami Beach  
1700 Convention Center Drive, Floor 3  
Miami Beach, FL 33139-1824

**RE: Bid #16-00/01 Purchase of Office Supplies Citywide**

Dear Mr. Lopez:


This letter is to confirm that Corporate Express, a Buhrmann Company, has acquired US Office Product's North American office products business. The sale was finalized on May 14, 2001.

It is Corporate Express' commitment to honor all current and proposed terms and conditions the former US Office Products Company has with their customers. This would include the proposal to the City of Miami Beach referenced above. Please be assured that we will continue to offer the same excellent level of service and value and look forward to continuing to be a valued partner with the City of Miami Beach.

I hope that this meets your requirements. Please call me if you have any questions and/or need any further information.

Thank you for your consideration.

Yours truly,



Brandon Miller,  
Vice President of Sales and Marketing

BAM:aal



## **CITY OF MIAMI BEACH PROCUREMENT DIVISION**

DATE: July 20, 2001

TO: All City Departments / Divisions

FROM: Michelle Cullen,  
Procurement Coordinator

SUBJECT: **BID NO. 16-00/01 ONE YEAR CONTRACT FOR PURCHASE OF OFFICE SUPPLIES FOR ALL DEPARTMENTS/DIVISIONS OF THE CITY OF MIAMI BEACH.**

The following document covering award of the above is submitted for your reference and use in preparing the required requisition. The requisition must state as Purchasing Authority "Bid No. 16-00/01".

Commission Memorandum No. 438-01

**Vendor: Subsequent to receipt of bids, CORPORATE EXPRESS acquired U.S. OFFICE PRODUCTS and CORPORATE EXPRESS. Effective October 1, 2001, Corporate Express will be the vendor of record.**

GL/mc

Attachment: As indicated above



**CITY OF MIAMI BEACH TABULATION SHEET**

Bid No. 16-00/01 Date 7/18/01 Purchase of Office Supplies City Wide										
Item #	Quantity	Description	Martek Supply Source	Smith Office & Computer Supply	Paper Source Int.	U.S. Office Products	Office Depot	Apricot Office Supplies		
1		Discount Off List Price	30%	53%	2%	51%	52%	51.5%		
2		Exceptions	None	Exclusion List Included (no item discount Greater than 40%)	None	Furniture varies by Mfg., Electronics 30% Breakroom 40% Copier Paper 70% Toner 27%	Furniture 40%, business machines 20%, toners and ink 28%, copier and computer paper 40%	Books 15-30%, Business machines 3-41% Cameras & Film 4-37% Computer access 10-31% Janitorial supplies 4-30% Security Products 23-26% Telephones 16-32% Toner, fax, copier, supplies 5-3%		
3		Purchase of Top Ten Items w/ Discount Included Qty: 1		\$893.90		\$837.28	\$880.38	\$840.29		



**EXCLUSIONS LIST FROM THE 2001 CATALOG**

<b>SECTIONS</b>	<b>PAGES</b>	<b>DISCOUNT OFF OF LIST</b>
ALL OFFICE FURNITURE	004-206	35%
AIR CLEANERS	211-212	25%
AUDIO VISUAL	231-250	20%
BINDING SYSTEMS	287-292	30%
BOARDS	293-317	30%
BOARDS - ELECTRIC COPY	298-299	0%
BREAKROOM/JANITORIAL SUPPLIES	325-351	25%
CALCULATORS	352-368	25%
CAMERAS	398-400	0%
CASES	422-434	30%
CASH REGISTERS	435-435	15%
CLOCKS	446-448	40%
COMPUTER SECTION	454-516	20%
COPIERS	517-519	20%
COPIER SUPPLIES	519-521	25%
DICTIONATION EQUIPMENT	571-576	25%
EXTENSION CORDS	599-599	40%
FANS	600-602	10%
FAX MACHINES & SUPPLIES	606-612	20%
HAND TRUCKS	702-703	10%
HEATERS & HUMIDIFIERS	704-706	10%
LABEL MAKERS	725-730	25%
LAMINATORS	741-743	25%
LAMPS & LIGHT BULBS	745-754	20%
ORGANIZERS (ELECTRIC)	794-795	10%
PRICEMAKERS	900-900	10%
PRINTERS	901-904	10%
<del>PRINTERS</del>	<del>905-925</del>	<del>20%</del> 20%
PRINTWHEELS	926-926	10%
PUNCHES (ELECTRIC)	927-927	25%
<del>SHREDDERS</del>	<del>983-984</del>	<del>25%</del>
SHREDDERS	984-987	25%
TELEPHONES	1031-1040	10%
TIME CLOCKS	1042-1043	10%
TOOLS	1046-1048	0%
TRIMMING BOARDS	1049-1050	25%
TYPEWRITERS	1051-1052	20%
VACUUM CLEANERS	1053-1055	20%

1009 So. 21st Ave. • Hollywood, Florida 33020 • (954) 922-4811 • 1-800-464-0874  
 FAX (954) 929-2545 • 1-800-273-0283  
 www.smithofficesupply.com



**Corporate Express**  
A Buhrmann Company

**Corporate Express, Inc.**  
South Florida

1096 E Newport Center Drive  
Suite 200  
Deerfield Beach, FL 33442

Telephone  
800.656.3312 X5456  
Fax  
954.379.5445  
e-mail  
mary.badder@cexp.com  
Website  
CorporateExpress.com

**Memorandum**

**Date:** October 8, 2001  
**To:** The City of Miami Beach  
**From:** Mary C. Badder  
**Reference:** 2002 Catalogs

**New Catalog... New Contract... New Company... SAME GREAT SERVICE!**

Welcome to Corporate Express. Enclosed please find your all new 2002 Sourcebook. Kindly make a note of the following discounts that will apply:

- > **Consumable Office Supplies 51%**
  - > **Electronics 30%**
  - > **Breakroom 40%**
  - > **Toner 27%**
- > **Hammermill Copy Paper HAM-162008 70%**

Helpful phone numbers and contacts:

- > **Customer Service (888)202-0323**
- > **Customer Service Fax (888)203-4222**
- > **Mary Badder (800)656-3312 X5456**
- > **Mary Badder's Fax (954)379-5445**
- > **Email - mary.badder@cexp.com**

Orders may be phoned, faxed or placed electronically. If you are interested in ordering online, please send me an email.

We appreciate your business and continue to strive for solutions that step beyond your expectations. We look forward to continuing to partner with the City of Miami Beach.

Best regards,



**Mary C. Badder**  
Account Manager

1096 E. Newport Center Drive  
Suite 200  
Deerfield Beach, FL 33442  
CorporateExpress.com

Phone 800-656-3312 ext. 5456  
Cust. Svc. (888) 202-0323  
Cust. Svc. Fax (888) 203-4222  
mary.badder@cexp.com

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