



"A City for All Ages"

CITY OF PORT ST. LUCIE

Procurement Management Department

RECOMMENDATION OF AWARD MEMORANDUM

TO: Procurement Management Department
FROM: Kristian Willems
BID # & NAME: Contract #20240067 Office Supplies and Furniture
DATE: 3/8/2024

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STRATEGIC PLAN LINK: Goal 5: High Quality Infrastructure & Facilities

PURPOSE:

To provide design for new Office Supplies and Furniture at various City Facilities.

BENEFITS TO THE CITY:

Provide office systems to various Departments including design.

BACKGROUND:

Provide Office Equipment and Systems for various City Facilities when needed.

BEST VALUE ANALYSIS/ JUSTIFICATION:

Continues to provide quality and cost-effective Office Supplies and Furniture.

ESTIMATED EXPENDITURES: \$1,350,000.00

CONTRACT TIME: To be determined on Department Needs

**PROVIDE FULL ACCOUNT NUMBER/PROJECT STRING (if applicable): **

Potential various City Facilities including but not limited to:

Neighborhood Services- 001-2135
Facilities Maintenance- 001-4135
Office Of Management & Budget- 001-1330
Building B-110-2405
Permitting-110-2410
Inspectors- 110-2420
Utility Administration- 431-1340
Building Maintenance- 301-4135
Medical Clinic- 605-6210

Training Facility-301-2105
Police-Support Services- 001-2105

RECOMMENDED ACTION:

Recommend that the City Council approves the contract award to potentially purchase Office Equipment and Systems in the amount of \$1,350,000.00 from Contract # 20240067.

Approval: Roger Jacob 3/13/2024
Department Head Date

Approval: _____
City Purchasing Agent Date

REQUIRED PER PURCHASING POLICY & PROCEDURE MANUAL PAGE 48 SECTION 7