

BOARD OF EDUCATION OF HARFORD COUNTY
INFORMATIONAL REPORT
DECISION ON CONTRACT AWARD FOR OFFICE SUPPLIES
SEPTEMBER 14, 2020

Background Information:

On behalf of the schools and offices throughout the Harford County Public School District, the Purchasing Department is requesting a decision to approve the piggyback of Contract # 004296 as solicited by Oakland County Michigan and awarded to Office Depot located at 6600 North Military Trail, Boca Raton, FL 33496. This contract is made available by the Michigan Inter-governmental Trade Network (MITN) site via their America Saves program.

The current contract for Office Supplies expires on September 30, 2020.

It is anticipated that the total annual expenditure will be in excess of \$100,000. This contract will be utilized on an as-needed basis.

Discussion:

The products and services catalog covered under this contract provides a comprehensive offering of office supplies, other miscellaneous items and services.

This contract is marketed on a National Scale by MITN through their America Saves program to leverage a higher economy of scale to achieve better pricing and rebates. This includes an annual 4% rebate on all purchases and a 1% discount at point of sale.

The Contract term for this agreement is three (3) years and may be renewed for two (2) year periods. This initial contract period ends on September 21, 2021.

The funding source for these products and services will vary based on the needs of various schools, offices and funding availability.

Superintendent's Recommendation:

The Superintendent of Schools recommends that the Board of Education approve the Contract # 004296 as solicited by Oakland County Michigan and awarded to Office Depot.