


Date: November 10, 2022

To: Honorable Chairman Jose “Pepe” Diaz
and Members, Board of County Commissioners

From: Daniella Levine Cava 
Mayor

Subject: Report on Establishing a Prequalification Pool for the Purchase of Office Supplies –
Directive No. 213112

Executive Summary

On March 1, 2022, the Board of County Commissioners (Board) adopted Resolution No. R-198-22, to establish Prequalification Pool RTQ-02016 for the purchase of office supplies for the Internal Services Department (ISD). During discussion at the Board meeting, Commissioner Raquel A. Regalado asked ISD to perform a cost analysis of the office supplies purchased utilizing this pool. The purpose of the cost analysis is to determine whether the process was effective. The Commissioner requested that a report be provided to the Board in six-month intervals.

Like other prequalification pools, when items are needed, a request for spot market quote is issued to pool members. ISD is responsible for preparing, issuing, evaluating, and awarding each spot market quote under this pool. In July 2022, ISD completed the first request for spot market quote process. The results of the quoting process and the subsequent first cost analysis are summarized below and provided in the attached; prices are quoted for a six-month period. It is important to note, ISD reviewed pricing for the 100 most popular items purchased by the County and found that of the 88 comparable office supply items reviewed, 67 were priced lower in the pool.

Background

The prequalified vendors under the pool were included in two groups, as follows Group 1: Office Supplies – Small Business Enterprise Set-Aside; and Group 2: Office Supplies - No Measures, due to use of Federal Funds. Miami-Dade County Departments will access the pool products, when needed, using a portal managed by ISD / Materials Management for ordering and delivery.

The Group 1 set-aside was recommended by professional staff after reviewing the availability of small businesses and their ability to compete in this sector of the economy. This is an area where companies have options to source their products from various suppliers making them competitive with “big-box” corporations. This initiative also aligns with the intent of Board adopted small business programs and allows the County to spend local dollars consistent with the value of providing opportunities to small business owners in our community. As such, Group 1 was set aside for small businesses to ensure the acquisition of goods from local firms, when possible. The inclusion of small businesses in County contracts and procurements is instrumental to the vitality of the local economy.

Findings

Prior to establishing the pool, the County was accessing a City of Tamarac contract with Office Depot. To compare prices from the pool and the prior contract, ISD reviewed pricing for the 100 most popular items purchased by the County. Any items that were not sold under the Office Depot contract or did not have a match were not considered, leaving 88 items to compare pricing. Of those items that were comparable, the pool had the lowest price for 67 items and the Office Depot contract had the lowest price for 21 items. Based on this initial comparison, there is an expected cost savings over the five-year term of the pool. The list of the compared items is attached.

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This analysis of pricing will be completed again in six months and the results will be transmitted to the Board. Pursuant to Ordinance No. 14-65, this report will be placed on the next available Board agenda. Should you require additional information, please contact Alex Muñoz, Director, Internal Services Department, at 305-375-5893.

Attachment

c: Geri Bonzon-Keenan, County Attorney
Gerald K. Sanchez, First Assistant County Attorney
Jess M. McCarty, Executive Assistant County Attorney
Office of the Mayor Senior Staff
Department Directors
Alex Muñoz, Director, Internal Services Department
Jennifer Moon, Chief, Office of Policy and Budgetary Affairs
Yinka Majekodunmi, Commission Auditor
Basia Pruna, Director, Clerk of the Board
Eugene Love, Agenda Coordinator

OFFICE SUPPLIES PRICE COMPARISON

ITEM #	SKU#	BRAND	ITEM	UNIT OF MEASURE	EST. QUANTITY	ISD PRICE	OFFICE DEPOT CITY OF TAMARAC	PRICE DIFFERENCE*
B-211	RV-1	ESSELTE	VIEW BINDERS 1" WHITE	EACH	2583	\$1.90	\$3.11	(\$ 1.21)
C-034	SCANDISK #DT40	PNY	PORTABLE USB 3.0 FLASH DRIVE RETRACTABLE 16GB	EACH	1728	\$5.69	\$13.45	(\$ 7.76)
C-669	REARR146	READRIGHT	HANDKLEEN PADS	EACH	1446	\$5.50	\$9.07	(\$ 3.57)
C-670	RR1403	READRIGHT	PHONEKLEEN PADS	EACH	3146	\$7.05	\$11.21	(\$ 4.16)
C-671	15948	Clorox	DISINFECTING WIPES 75-100 WIPES #15948	EACH	728	\$5.15	\$5.92	(\$ 0.77)
C-714	99020	OIC	BINDER CLIPS, 3/8" x 3/4" Tempered steel	box	1012	\$0.36	\$0.79	(\$ 0.43)
C-715	99050	OIC	BINDER CLIPS, 5/8" x 1-1/4" Tempered steel	box	880	\$0.75	\$1.67	(\$ 0.92)
C-718	10220	UNIVERSAL	BINDER CLIPS, 1"x 2" TEMPERED STEEL W/	box	523	\$1.96	\$2.28	(\$ 0.32)
C-816	NAT01540	Nature Saver	recycled Plastic Clipboards, Heavy Duty - Plastic	EACH	1182	\$3.80	\$10.90	(\$ 7.10)
C-884	376W-205	SOLO	PAPER CUPS 6OZ.	CS/2500	54	\$128.58	\$128.71	(\$ 0.13)
C-887	EPBRHC8E	ECO	CUPS PAPER HOT/COLD	BX/1000	1698	\$89.65	\$191.34	(\$ 101.69)
E-182	70043	DISPOZO	TABLEWARE FORK, white plastic 6" DISPOZO	ctn/1000	410	\$13.58	\$23.93	(\$ 10.35)
E-184	P1003	DISPOZO	TABLEWARE SPOON, white plastic 6" DDCCS6BWK (#P1003)	ctn/1000	400	\$14.50	\$23.93	(\$ 9.43)
E-191	54790-00120	WINTERFIELD	PAPER PLATE 9"	BX/500	512	\$60.25	\$78.22	(\$ 17.97)
E-502	35264	UNIVERSAL	ENVELOPES BROWN KRAFT 9"X12"	BOX/100	163	\$11.30	\$23.76	(\$ 12.46)
E-506	na	na	ENVELOPES, INTER-OFFICE, 10" x 13"	CTN/250	301	\$37.20	\$78.63	(\$ 41.43)
F-635	UNV10501	UNIVERSAL	FILE FOLDER LETTER BLUE LETTER SIZE 1/3 CUT	BOX/100	489	\$22.00	\$52.11	(\$ 30.11)
F-636	UNV10502	UNIVERSAL	FILE FOLDER LETTER GREEN LETTER SIZE 1/3 CUT	BOX/100	445	\$23.00	\$31.51	(\$ 8.51)
F-637	UNV10503	UNIVERSAL	FILE FOLDER LETTER RED LETTER SIZE 1/3 CUT UNIVERSAL	BOX/100	445	\$23.00	\$49.66	(\$ 26.66)
F-638	UNV10504	UNIVERSAL	FILE FOLDERS, YELLOW, LETTER SIZE 1/3 CUT UNIVERSAL	BOX/100	445	\$20.65	\$33.04	(\$ 12.39)
F-641	UNV12112	UNIVERSAL	FILE FOLDER MANILA LETTER 1/2 CUT	BOX/100	1385	\$11.65	\$16.01	(\$ 4.36)
F-774	PFXE1534G	PENDAFLEX	FILE POCKER 5-1/4" EXPANSION	EACH	7489	\$1.69	\$15.24	(\$ 13.55)
F-822	1156-10	SWAN	ALCOHOL, RUBBING 1 PINT BOTTLE	EACH	3840	\$2.00	\$2.19	(\$ 0.19)
F-990	13775	SMEAD	CLASSIFICATION FOLDER 4-PART	BOX/20	817	\$24.00	\$56.80	(\$ 32.80)
G-719	95500	ROSS	GLUE STICK, 1.41 Oz. Stick, washable,	EACH	447	\$1.29	\$1.44	(\$ 0.15)
P-1261	8023	TOPPS	STENO PAD 6X9 PITMAN RULED	PACK/12	396	\$1.69	\$8.48	(\$ 6.79)
P-1336	UNV72210	UNIVERSAL	PAPER CLIPS, No.1, Recycled, 25% post-		1053	\$0.40	\$0.52	(\$ 0.12)
P-1510		INTERNATIONAL	PAPER 20LB 8.5X11 #4 BOND	CTN/10	21,425	\$46.30	\$57.05	(\$ 10.75)
P-1590		WEYERHAUSER	PAPER 20LB 8.5X11 #4 BOND HIGH SPEED	CTN/5000	3655	\$56.45	\$56.73	(\$ 0.28)
P-1592		WEYERHAUSER	PAPER 20LB #4 11X17 WHITE	CTN/2500	62	\$59.05	\$93.76	(\$ 34.71)
P-1803	30051	PILOT	PEN PILOT BETTERGRIP BLUE	DOZEN	1158	\$7.50	\$4.64	\$ 2.86

ITEM #	SKU#	BRAND	ITEM	UNIT OF MEASURE	EST. QUANTITY	ISD PRICE	OFFICE DEPOT CITY OF TAMARAC	PRICE DIFFERENCE*
P-1809	633-01	PAPERMATE	PENS RETRACTABLE BLACK	DOZEN	2209	\$2.55	\$4.22	(\$ 1.67)
P-1812	33111	PAPERMATE	BALL POINT PENS, MEDIUM, BLUE, BIC 20120	DOZEN	789	\$0.89	\$1.66	(\$ 0.77)
P-1820	35335	PAPERMATE	PENS PILOT PRECISE V5 NEEDLE POINT 0.5MM ROLLER BALL	DOZEN	324	\$10.60	\$21.10	(\$ 10.50)
P-1825	27075	SANFORD	HIGHLIGHTERS 5 COLOR SET	SET	1465	\$1.98	\$6.11	(\$ 4.13)
P-1827	31402	PILOT	PEN PILOT G6 RETRACTABLE FIN T TIP BLUE #31402 (G6-7)	DOZEN	343	\$13.00	\$30.08	(\$ 17.08)
P-1834	13601	SANFORD	SHARPIE INDUSTRIAL MARKER	DOZEN	1502	\$3.75	\$7.89	(\$ 4.14)
P-1839	5001M	QUARTET	DRY EASE SET MARKERS	SET	801	\$3.05	\$4.65	(\$ 1.60)
P-1875	Z4C11-BK	BIC	PEN BIC Z4 BLACK	DOZEN	1024	\$10.65	\$10.99	(\$ 0.34)
P-1876	Z4C11-BE	BIC	PEN BIC Z4 BLUE	DOZEN	1350	\$5.30	\$10.99	(\$ 5.69)
P-1899	R330-Y	3M	POST IT NOTES POP UP REFIL 3X3 CANARY	PACK/12	1315	\$14.50	\$19.56	(\$ 5.06)
P-1902	654-5PK	3M	POST-IT PADS ASS. NEON COLORS 5PK	PACK/5	292	\$6.60	\$10.90	(\$ 4.30)
P-1904	R330AN	3M	POP UP NOTES REFILL 3X3 NEON	PK/6	551	\$8.65	\$13.75	(\$ 5.10)
P-1905	655-RP	3M	POST IT NOTE 3"X5" YELLOW	PACK/12	789	\$19.40	\$26.00	(\$ 6.60)
P-1906	680-2 BLUE	3M	POST IT FLAGS BLUE	PK/2	1287	\$4.30	\$8.86	(\$ 4.56)
P-1907	680-3 GREEN	3M	POST IT FLAGS GREEN	PK/2	1287	\$3.85	\$8.86	(\$ 5.01)
P-1908	680-4	3M	POST IT FLAGS ORANGE	PK/2	1287	\$5.55	\$8.86	(\$ 3.31)
P-1917	660RP-Y	3M	POST IT NOTES 4"X6" LINED YELLOW	PACK/12	638	\$31.00	\$37.73	(\$ 6.73)
P-1931	UNV74222	UNIVERSAL	PUNCHER, 2 HOLES, BLACK	EACH	286	\$5.50	\$11.60	(\$ 6.10)
R-2051	SIZE 18	ALLIANCE	RUBBER BANDS, packed in 1/4 lb. per box. Size: 18 (1/16"x 3")	BOX	435	\$2.29	\$10.39	(\$ 8.10)
S-2205	101-FB	ACME	Scissors, office, 3 3/4" cut length, 8" overall	EACH	819	\$1.20	\$1.75	(\$ 0.55)
S-2208	62027	C-LINE	SHEET PROTECTOR CLEAR	BOX/100	1088	\$3.99	\$7.47	(\$ 3.48)
S-2280	B2200-BK	BOSTITCH	STAPLER DESK TOP	EACH	1247	\$4.79	\$9.08	(\$ 4.29)
S-2286	712	BOSTITCH	STAPLES, STANDARD	BOX	5119	\$0.90	\$1.18	(\$ 0.28)
S-2297	UNV00700	UNIVERSAL	STAPLER REMOVER, CHROME PLATED, STEEL PLASTIC GRIPS,	EACH	453	\$0.54	\$1.01	(\$ 0.47)
T-2560	C38-BK	3M	TAPE DISPENSER, holds tapes up to 3/4"X 1296", on 1"	EACH	444	\$2.00	\$2.41	(\$ 0.41)
W-2031	76-02-05	AT A GLANCE	APPOINTMENT BOOK WEEKLY	EACH	2211	\$12.39	\$21.99	(\$ 9.60)
W-2032	70-120	AT A GLANCE	APPOINTMENT BOOK MONTHLY	EACH	2973	\$11.25	\$11.33	(\$ 0.08)
W-2033	G235-00	AT A GLANCE	POCKET WEEKLY PLANNER	EACH	2067	\$19.39	\$31.99	(\$ 12.60)
W-3521	SK24R	AT A GLANCE	DESK PAD	EACH	11783	\$2.24	\$2.55	(\$ 0.31)
X-226	CF226A	HEWLETT PACKARD	LASER CARTRIDGE HP LASERJET PRO M402/426 SERIES	EACH	492	\$97.60	\$114.08	(\$ 16.48)
X-414	CF410A	HEWLETT	COLOR LASER TONER HP M452/M377/M477 SERIES	EACH	483	\$75.00	\$84.81	(\$ 9.81)
X-415	CF411A	HEWLETT PACKARD	COLOR LASER TONER HP M452/M377/M477 SERIES PRINTER	EACH	378	\$96.95	\$109.52	(\$ 12.57)
X-416	CF412A	HEWLETT PACKARD	COLOR LASER TONER HP 4527/M377/M477 SERIES PRINTER	EACH	372	\$96.95	\$109.52	(\$ 12.57)
X-417	CF413A	HEWLETT	COLOR LASER TONER HP M452/M377/M477 SERIES	EACH	361	\$96.95	\$109.52	(\$ 12.57)

ITEM #	SKU#	BRAND	ITEM	UNIT OF MEASURE	EST. QUANTITY	ISD PRICE	OFFICE DEPOT CITY OF TAMARAC	PRICE DIFFERENCE*
X-505	CE505A	HEWLETT	LASER TONER HP P2035	EACH	1201	\$72.10	\$88.06	(\$ 15.96)
B-120	AL-AAA	RAY-O-VAC	BATTERY ALKALINE AAA	PACK/8	3459	\$5.60	\$4.07	\$ 1.53
B-500	na	PRIDE	STORAGE BOXES 15"X12"10"	BUNDLE OF 10	5513	\$23.75	\$22.12	\$ 1.63
C-604	57803	KENNISON	MOUSE MAT WITH WRIST SUPPORT	EACH	695	\$9.50	\$6.75	\$ 2.75
C-665	CLO49100	Clorox	DISINFECTANT,HOSPITAL SPRAY, Kills HIV-1	CAN	3227	\$11.61	\$7.33	\$ 4.28
C-843	68620	TOMBOW	DRYLINE CORRECTION TAPE	EACH	20443	\$2.10	\$1.58	\$ 0.52
F-640	UNV12113	UNIVERSAL	FILE FOLDER MANILA	BOX/100	2788	\$10.35	\$9.56	\$ 0.79
F-992	14075	SMEAD	CLASSIFICATION FOLDER 6-PART	BOX/20	1062	\$35.25	\$30.48	\$ 4.77
L-728	45013	DYMO	LABELING TAPE BLACK ON WHITE	EACH	1114	\$13.90	\$12.60	\$ 1.30
P-1120	20-394	TOPPS	PAD JUNIOR SIZE 5X8	PACK/12	981	\$8.99	\$5.80	\$ 3.19
P-1122	20290	AMPAD	PAD LETTER SIZE RULED WHITE	PACK/12	1790	\$10.99	\$10.37	\$ 0.62
P-1337	A72525	ACCO	PAPER CLIPS #4 JUMBO	BOX/100	6689	\$1.56	\$0.72	\$ 0.84
P-1802	30050	PILOT	PEN PILOT BETTERGRIP BLACK	DOZEN	1231	\$7.50	\$1.73	\$ 5.77
P-1810	63101	PAPERMATE	PENS RETRACTABLE BLUE	DOZEN	2014	\$4.14	\$3.52	\$ 0.62
P-1822	BL11-YW	BIC	HIGHLIGHTERS	DOZEN	2224	\$2.89	\$1.28	\$ 1.61
P-1900	653-RP	3M	POST IT NOTES 1-1/2X2	PACK/12	1497	\$7.90	\$7.03	\$ 0.87
P-1901	654-RP	3M	POST IT NOTES 3X3 CANARY	PACK/10	1620	\$14.89	\$13.03	\$ 1.86
P-1909	680-4 RED	3M	POST IT FLAGS RED	PK/2	1287	\$4.30	\$3.44	\$ 0.86
P-1919	680-SH2	3M	POST IT FLAGS "SIGN HERE"	PK/2	1344	\$4.98	\$3.56	\$ 1.42
R-2053	SIZE 33	ALLIANCE	RUBBERBANDS 1/4LB. BOX	BOX	5815	\$2.79	\$2.66	\$ 0.13
S-402	G4BQF09L	QUALATRILE	GLOVES BLUE NITRILE POWDER FREE	BOX/100	530	\$20.00	\$14.99	\$ 5.01
W-2437	PM15-28	AT A GLANCE	THREE MONTH CALENDAR WIREBOUND	EACH	1118	\$9.99	\$9.51	\$ 0.48
T-2574	2930	MARCAL	FACIAL TISSUE	30/PACK	7285	\$22.75	\$0.85	
T-2532	3690	3M	SEALING TAPE CLEAR 2"X60'	ROLL	6446	\$3.19	\$9.84	
T-2541	810EG	3M	MAGIC TAPE	ROLL	4572	\$2.79	\$21.70	
T-2546	600EG	3M	SCOTCH TAPE TRANSPARENT	ROLL	10018	\$2.48	\$13.69	
M-203	4046BL	CALICO	WASTE BAG LINER 40"X46" 3MIL	CASE	3008	\$36.99	\$26.49	
M-204	CK590	ESSITY	PAPER TOWELS CEE FOLD NAUTRAL 2400 PER	CASE	1551	\$37.67	\$16.31	
C-682	3507	READRIGHT	AIR DUSTER	CAN	4330	\$6.50	\$14.05	
C-659	GOJ9651	PURELL	HAND SANITIZER 4OZ. BOTTLE	EACH	4892	\$2.99	\$47.81	
B-121	AL-AA	RAY-O-VAC	BATTERY ALKALINE AA	PACK/8	6012	\$4.90	\$22.12	
107.07-25	107.07-25	PRINT SHOP	FORM.PETTY CASH DISBURSEMENT, 50 sets	50/PAD	0.41			
510.01-300	510.01-300	PRINT SHOP	FORM.PETTY CASH REINBURSEMENT REQUEST	EACH	0.20			
108.01-72	108.01-72	na	FORM.REQUEST FOR LEAVE FORM	Pack	484			

*Price Difference: This column reflects the differences in prices between ISD and the City of Tamarac/ Office Depot.