



AGENDA ITEM

Consent Agenda

REPORT TO: Work Session (06/20/22)

REPORT TO: Meeting (06/22/22)

ITEM NO: 317/2022

SUBJECT: Approve the renewal of annual contract for IFB #016-41 Office Supplies for various County departments to Staples Contract & Commercial, LLC, of Atlanta, GA. The estimated annual cost is \$150,000.00.

Meetings:

Work Session Date: 06/20/22

Voting Meeting Date: 06/22/22

Executive Summary:

Presenter: WG

Recommendation:
Approve the award to Staples

Purpose of Request:

To provide a supplier of general office supplies with internet based order processing capabilities.

History:

Staples has been the vendor for many cycles of this contracted commodity and is in good standing with Hall County.

Facts and Issues:

This is year three (3) of a possible three (3) year contract.

Options:

Funding Requested \$ 150,000.00

Are funds within current budget? Yes

Source of Funds Various

Does the action involve a Resolution, Ordinance, Contract, Agreement, etc.? Yes

Has it been reviewed by the County Attorney? Yes

Is there a deadline for this item?

Approvals:

Buyer	Submit	Purchasing	Budget
CP	CP	AP	TS

Finance	Attorney	Administration	Clerk
WG	WLI	LJ	JR

Attachments:

Financial Supplement

016-41 Contract Execution Signature Request

016-41 Contract Renewal Doc



**HALL COUNTY BOARD OF COMMISSIONERS
FINANCIAL SUPPLEMENT REPORT**

AGENDA ITEM 317/2022

Funds Requested: \$ 150,000.00

Request Budgeted: Yes

Proposed Source of Funding:

Budget Transfer Requested:

Various

No

Funding Source Items:

Fiscal Year	Fund	Division	Account	Amount
2023	TBD	TBD	4210 - OFFICE SUPPLIES	\$150,000.00

Budget Transfer Items:

Additional Information/Comments:

Contact for Questions: WG

Phone: 770-535-8270