

**RESOLUTION NO. 20-1706**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, APPROVING THE PURCHASE OF OFFICE SUPPLIES ON AN AS NEEDED BASIS; AUTHORIZING THE TOWN MANAGER TO UTILIZE FLORIDA DEPARTMENT OF MANAGEMENT SERVICES STATE PURCHASING CONTRACT 44111513-17-01 WITH STAPLES CONTRACT & COMMERCIAL, INC AND OFFICE DEPOT PURSUANT TO SECTION 7 OF ORDINANCE 17-203 (THE TOWN'S PROCUREMENT ORDINANCE); AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE CONTRACT; AUTHORIZING THE TOWN MANAGER TO EXPEND BUDGETED FUNDS; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE CONTRACT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. (PIDERMANN)**

**WHEREAS**, Section 7 of the Town of Miami Lakes Ordinance 17-203 (“the Town’s Procurement Ordinance”) authorizes the purchase of goods and services from current contracts of other public, governmental, state/federal funded or non-profit entities, where the contracts have resulted from a formal competitive procurement process; and

**WHEREAS**, the Town of Miami Lakes (“Town”) has contracted with Staples Contract & Commercial, Inc. (“Staples”) and Office Depot and Office Max (“Office Depot”) for office supplies; and

**WHEREAS**, expenditure on Contracts 2019-07 and 2019-08 has reached the \$25,000 threshold set forth in Section 7 of Ordinance 17-203; and

**WHEREAS**, it is in the Town’s best interest to continue accessing Contract 44111513-17-01 for office supplies; and

**WHEREAS**, the Town Manager recommends authorization to procure office supplies from the Contract not to exceed budgeted funds; and

**WHEREAS**, the Town Council approves of the Town Manager's recommendations and authorizes the Town Manager to initiate purchases off the Contract in amounts not to exceed budgeted funds for these goods and services.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** The foregoing Recitals are true and correct and incorporated herein by this reference.

**Section 2. Approval of the Contract.** The Town Council hereby approves the award of a contract to Staples Contract & Commercial, Inc. ("Staples") and Office Depot and Office Max ("Office Depot") for Office Supplies.

**Section 3. Authorization of Town Officials.** The Town Manager and/or his designee are authorized to take all steps necessary to utilize Florida Department of Management Services State Purchasing Contract 44111513-17-01 and to execute said contract on behalf of the Town, subject to approval as to form and legality by the Town Attorney. The Town Manager and/or his designee and the Town Attorney are authorized to take all steps necessary to implement the terms and conditions of the contract with Staples and Office Depot for office supplies not to exceed budgeted funds.

**Section 4. Authorization of Fund Expenditure.** Notwithstanding the limitations imposed upon the Town Manager by the Town's Procurement Ordinance, the Town Manager is authorized to expend budgeted funds to implement the terms and conditions of this Resolution and the contract with Staples and Office Depot for office supplies per budgeted funds.

**Section 5. Execution of the Contract.** The Town Manager is authorized to execute the Contract in substantially the form attached hereto as Exhibit “A” with Staples and Office Depot and to execute any required agreements and/or documents to implement the terms and conditions of the contract and to execute any extension and/or amendments to the contract, subject to approval as to form and legality by the Town Attorney.

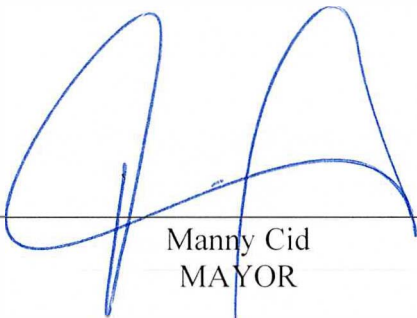
**Section 6. Effective Date.** This Resolution shall take effect immediately upon adoption.

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Passed and adopted this 17th day of November 2020.


The foregoing resolution was offered by Vice Mayor Collazo who moved its adoption. The motion was seconded by Councilmember Fernandez and upon being put to a vote, the vote was as follows:

Mayor Manny Cid	yes
Vice Mayor Luis E. Collazo	yes
Councilmember Carlos O. Alvarez	yes
Councilmember Josh Dieguez	yes
Councilmember Tony Fernandez	yes
Councilmember Jeffrey Rodriguez	yes
Councilmember Marilyn Ruano	yes



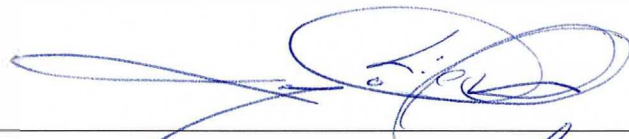
Manny Cid  
MAYOR

Attest:



Gina M. Inguanzo  
TOWN CLERK

Approved as to form and legal sufficiency:



Raul Gastesi, Jr.  
Gastesi, Lopez and Mestre, PLLC  
TOWN ATTORNEY

# **EXHIBIT A**

Agreement  
between the  
Town of Miami Lakes  
and  
**Staples**  
and  
**Office Depot**  
For  
**Office Supplies**