



Janitorial Supplies, Equipment, Maintenance and Repair

Executive Summary

**Lead Agency:** Region 4 Education Service Center (ESC)   **Solicitation:** 16-21  
**RFP Issued:** October 13, 2016   **Pre-Proposal Date:** N/A  
**Response Due Date:** November 29, 2016   **Proposals Received:** 6

**Awarded to:** Office Depot, Inc

Region 4 Education Service Center (ESC) Department of Procurement issued RFP 16-21 on October 13, 2016 to establish a national cooperative contract for Janitorial Supplies, Equipment, Maintenance and Repair.

The solicitation included cooperative purchasing language in Section A. Introduction:

**I. Background on Region 4 Education Service Center**

Region 4 Education Service Center (“Region 4 ESC” herein “Lead Public Agency”) on behalf of itself and all state, local governments, school districts, and higher education institutions in the United States of America, and other government agencies and non-profit organizations (herein “Participating Agencies”) solicits proposals from qualified Offerors to enter into a Vendor Contract (“contract”) for the goods or services solicited in this proposal.

Contracts are approved and awarded by a single governmental entity, Region 4 ESC, and are only available for use and benefit of all entities complying with state procurement laws and regulations (public and private schools, colleges and universities, cities, counties, non-profits, and all governmental entities). These types of contracts are commonly referred to as being “piggybackable”.

Region 4 ESC’s purchasing cooperative was established in 1997 as a means to increase their economic and operational efficiency. The purchasing cooperative has since evolved into a National Cooperative used to assist other government and public entities increase their economical and operational efficiency when procuring goods and services.

Notice of the solicitation was sent to potential offerors, as well as advertised in the following:

- Region 4 Education Service Center (ESC) website
- National IPA website
- USA Today, nationwide
- Arizona Business Gazette, AZ

- San Bernardino Sun, CA
- Honolulu Star-Advertiser, HI
- The Advocate – New Orleans, LA
- New Jersey Herald, NJ
- Times Union, NY
- Daily Journal of Commerce, OR
- The State, SC
- Houston Community Newspapers, Cy Creek Mirror, TX
- Deseret News, UT
- Richmond Times, VA
- Seattle Daily Journal of Commerce, WA

On November 29, 2016 proposals were received from the following offerors:

- Office Depot, Inc
- Afflink, LLC
- Network Services Company
- Buckeye International, Inc.
- Ecolab, Inc
- National Chemical Laboratories, Inc

The proposals were evaluated by an evaluation committee. Using the evaluation criteria established in the RFP, the committee elected to enter into negotiations with Office Depot, Inc. and proceeding with contract award upon successful completion of negotiations.

Region 4 Education Service Center (ESC), National IPA and Office Depot, Inc executed the agreement with a contract effective date of March 1, 2017.

Contract includes: All janitorial and sanitation product and supply needs are available via the Region 4 Education Service Center (ESC) national cooperative award.

Term: Initial three-year agreement from March 1, 2017 through February 29, 2020 with the option to renew for two (2) additional one-year periods through February 28, 2022.

Pricing/Discount: The core list of items represent the high use items nationwide offered by Office Depot at a discounted price. This is NOT the complete list of janitorial and sanitation products available under the contract. Agency specific core lists are available to accommodate the diverse needs of agencies nationwide.

Volume and adjacency rebates available.

National IPA Web Landing Page: [www.nationalipa.org/Vendors/Pages/OfficeDepot.aspx](http://www.nationalipa.org/Vendors/Pages/OfficeDepot.aspx)