



To: Fred Flores
Contract Manager

From: Robert Zingelmann
Chief Financial Officer, Finance and Operations Services

Date: October 26, 2021

Subject: Approval of Contract Award

Per official action taken by the Board of Directors of Region 4 Education Service Center (ESC) on October 26, 2021 the following contract was approved as presented:

➤ **Cleaning Supplies, Breakroom, and Related Products**

- Network Services Company
- Office Depot, LLC

Contract is effective February 1, 2022. If you have any questions, please let me know.



To: Board of Directors
From: Robert Zingelmann
Date: October 26, 2021
Subject: Recommendation of Contract Award

Region 4 ESC held a RFP opening on August 17, 2021 for RFP # 21-13 for **Cleaning Supplies, Breakroom, and Related Products**. There was one (4) proposals submitted:

- Competitive Choice Inc.
- Network Services Company
- Office Depot, LLC
- Unipak Corp.

After careful review of all proposals, the Evaluation Team has determined that two (2) companies demonstrated the ability to provide the products and services outlined in the solicitation while offering competitive pricing to the members.

CONSIDERATION

Award of annual contract in compliance with the bid laws of the State of Texas is recommended.

RECOMMENDATION

The Evaluation Team recommends the following company for award based on their response:

Contract	Vendor	Term of Contract
Cleaning Supplies, Breakroom, and Related Products	Network Services Company Office Depot, LLC	Three (3) years with option of two (2) one-year renewals

Support documentation has been attached for your reference.

Enclosure: Bid Tab Summary



To: Dr. Pam Wells
Executive Director

From: Robert Zingelmann
Chief Financial Officer, Finance and Operations Services

Date: October 26, 2021

Re: Cleaning Supplies, Breakroom, and Related Products; RFP # 21-13

The Evaluation Committee has reviewed the responses and recommend that the following companies be awarded:

- Network Services Company
- Office Depot, LLC

The recommended vendors submitted offers that were determined to be most advantageous to OMNIA Partners, Public Sector members, based upon the bid tabulation. All the recommended respondents were determined to be competitively priced and strong for the specified services outlined in the RFP.

We believe all recommended vendors demonstrate the ability to provide and perform the services requested in the proposal. We will monitor their performance and determine at the end of each year if they are eligible for renewal with each new term.

This multiple award is recommended as most advantageous as it limits contract awards to the least number of suppliers necessary to meet the requirements of OMNIA Partners, Public Sector members. In order to serve the entire nation, a multiple award is recommended to provide any governmental agency with complete coverage of commodities, services and any other offering within the scope of proposal.

Please let me know if you have any questions.



November 8, 2021

Wayne Lajoie
wayne.lajoie@officedepot.com
Vice President, BSD
Office Depot, LLC
6600 North Military Trail
Boca Raton, FL 33496

Re: Award of Contract #R211302

Dear Mr. Lajoie:

Per official action taken by the Board of Directors of Region 4 Education Service Center on October 26, 2021, we are pleased to announce that after successful negotiated terms and conditions, Office Depot, LLC has been awarded an annual contract for the following, based on the sealed proposal (RFP #21-13) submitted on August 17, 2021:

Commodity/Service

Supplier

Cleaning Supplies, Breakroom,
and Related Products

Office Depot, LLC

This contract award supersedes and replaces your current contract #R162102. This contract is effective February 1, 2022 and will expire on January 31, 2025. As indicated above, your contract # is R211302. This contract may be renewed annually for an additional two (2) years if mutually agreed upon by Region 4 ESC/OMNIA Partners, Public Sector and Office Depot, LLC.

Your participation in the proposal process is appreciated and we look forward to a successful partnership. Please feel free to provide copies of this letter to your sales representative(s) to assist in their daily course of business.

If you have any questions, please contact Fred Flores, the Contract Manager assigned to your contract, at (713) 554-0494 or fred.flores@omniapartners.com.

Sincerely,

DocuSigned by:

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Robert Zingelmann
Chief Financial Officer, Finance and Operations Services