



**COMMENT AND REVIEW**  
to the  
REQUEST FOR PROPOSAL (RFP) #070924  
Entitled

**Office Supply and Workplace Catalog Solutions**

The following advertisement was placed May 16, 2024, in South Carolina’s *The State*, and on the Sourcewell website [www.sourcewell-mn.gov](http://www.sourcewell-mn.gov), Sourcewell Procurement Portal <https://proportal.sourcewell-mn.gov>, Biddingo, Merx, PublicPurchase.com, The New York State Contract Reporter [www.nyscr.ny.gov](http://www.nyscr.ny.gov), May 16, 2024 and May 23, 2024 in USA Today, and May 16, 2024 and May 23, 2024 in *The Oklahoman*:

*Sourcewell, a State of Minnesota local government unit and service cooperative, is requesting proposals for Office Supply and Workplace Catalog Solutions to result in a contracting solution for use by its Participating Entities. Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. A full copy of the Request for Proposals can be found on the Sourcewell Procurement Portal [<https://proportal.sourcewell-mn.gov>]. Only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than July 9, 2024, at 4:30 p.m. Central Time, and late proposals will not be considered.*

The solicitation process was conducted through the Sourcewell Procurement Portal. The following parties expressed interest in the solicitation by registering for this opportunity within the portal:

92 Quartermaster, LLC	NZS, Inc. DBA OneScreen
Akiva Supplies	Office Depot, Inc.
Amazon.com Sales, Inc.	Pavement Resources
Ardent Technologies, Inc.	QRX Technology Group
ASHAMU ENTERPRISE, LLC	Regina Construction Association
Ausa US Corp.	Resilient Energy Solutions, LLC
Big Ben Medical Supplies	Resource One of Illinois
BioFit Engineered Products, Limited Partnership	Rolling Enterprise, LLC
ByteSpeed, LLC	Samz Metal Health, LLC
Claridge Products and Equipment, Inc.	Sauder Manufacturing Co.
Clarity Imaging Solutions	Simformotion, LLC dba Cat Simulators
Claudette Hunter Mobile Services	Sled Consulting, LLC
Correctlly Quick Remodeling Solutions, LLC	SpaceCo Business Solutions, Inc. DBA Adapt Global

D&H Distributing	SPIRAL BINDING, LLC
Data Entry Outsourcing Services, LLC	SPRUSE Home, Inc.
Eaton Office Supply Co., Inc.	Staples
E-Clips USA	Staples Contract & Commercial, LLC
Educational Products, Inc.	Straightforward, LLC
eRepublic, Inc.	Sufian Munir, Inc.
ESO Consultants	Summit Lockers, Inc.
Esteemed Groups, LLC	Sweetgrass Custom Upholstery, LLC
Exutory Solutions, LLC	Synergy Telcom, Inc.
Furniture Pro Corp.	Tab Products Co, LLC
Infocrush Consulting and Services, Inc.	Toushea, LLC
Integrated Supply Chain Solutions, LLC	tshirt factory pasco
J&H Discount Sales, Inc.	Unipak Corp.
Kurtz Bros., Inc.	Vivian Contracting, LLC
Lakeshore Learning Materials	W.B. Mason Co., Inc.
LOVER 1996, LTD.	Web Apps, LLC
Lucky U, Inc.	WECSYS, LLC
Multiforce Systems Corporation	White Horse Distribution, LLC
National Business Furniture, LLC	Xerox Canada, Ltd.
New Tech Solutions, Inc.	Zebra Technologies
Newegg Business, Inc.	

All Proposals remained sealed within the Sourcewell Procurement Portal until the scheduled due date and time. Proposals were electronically opened, and the list of all Proposers was made publicly available on the Sourcewell Procurement Portal, on July 9, 2024, at 4:30 pm CT. Proposals were received from the following:

Amazon.com Sales, Inc.  
Eaton Office Supply Co., Inc.  
J&H Discount Sales, Inc.  
NZS, Inc. DBA OneScreen  
Simformotion, LLC dba Cat Simulators  
SpaceCo Business Solutions, Inc. DBA Adapt Global  
SPRUSE Home, Inc.  
Staples Contract & Commercial, LLC  
WECSYS, LLC  
White Horse Distribution, LLC

Proposals were reviewed by the Proposal Evaluation Committee:

Paul Dotson, M.A., Associate DBIA, Procurement Analyst  
David Gonzalez, Procurement Analyst  
Ben James, Procurement Analyst  
Mari Vielma, Procurement Analyst

**The findings of the Proposal Evaluation Committee are summarized as follows:**

The Proposal Evaluation Committee applied the Sourcewell RFP evaluation criteria and determined that the products and services offered in the proposal response from Simformotion, LLC fall outside of the Requested Equipment, Products, or Services of the RFP. All other proposals were found to meet the scope and mandatory submittal requirements and were evaluated.

Staples Contract & Commercial, LLC is a national distributor of products and services that range from business essentials and breakroom supplies to technology and furniture. They also provide comprehensive print management programs and promotional capabilities. They are ready to assist members in the United States with a large sales and service network and an outstanding customer service program. Staples is an ecologically responsible company who understands the importance of finding solutions that support sustainability and protect the environment. They are offering pricing that is competitive within the industry.

For these reasons, the Sourcewell Proposal Evaluation Committee recommends award of Sourcewell Contract #070924 to:

Staples Contract & Commercial, LLC

#070924-SCC

The preceding recommendation was approved on September 25, 2024.

DocuSigned by:  
*Paul Dotson*  
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Paul Dotson, M.A., Associate DBIA, Procurement Analyst

Signed by:  
*David Gonzalez*  
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David Gonzalez, Procurement Analyst

DocuSigned by:  
*Ben James*  
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Ben James, Procurement Analyst

Signed by:  
*Mari Vielma*  
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Mari Vielma, Procurement Analyst

### STATEMENT OF COMPLIANCE

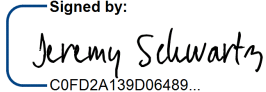
As Chief Procurement Officer for Sourcewell, I have reviewed the recommendation of the Evaluation Committee and the accompanying support materials documenting the process followed for **RFP #070924 for Office Supply and Workplace Catalog Solutions**.

The committee accepted, deemed responsive, evaluated, and recommended proposals for award. Under authority granted to the Chief Procurement Officer in Sourcewell's bylaws, the recommendations set forth above are approved.

I hereby certify:

1. Sourcewell is a government agency, created and authorized by Minnesota law to provide cooperative procurement contracts.
2. The procurement process and resulting contracts have been awarded in compliance with the laws of the State of Minnesota (Minnesota Statutes Chapter 471 and Minnesota Statutes Section 123A.21), and in conformity to Sourcewell's Procurement Policy.

Signed by:



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Jeremy Schwartz, CSSBB, CPPO, NIGP-CPP  
Sourcewell Chief Procurement Officer