



PURCHASING ITEM FOR COUNCIL AGENDA

1. Agenda Item Number:

19

2. Council Meeting Date: March 13, 2014

TO: MAYOR & COUNCIL

3. Date Prepared: February 13, 2014

THROUGH: CITY MANAGER

4. Requesting Department: Management Services

5. SUBJECT: Purchase of Office Supplies

6. RECOMMENDATION: Approval of the use of the National Intergovernmental Purchasing Alliance (National IPA) Contract #618-000-11-1 with Office Depot/Max and City of Mesa Contract #2009104 with Wist Office Products for the purchase of Office Supplies in a combined total amount not to exceed \$200,000.

7. BACKGROUND/DISCUSSION: The City spent approximately \$210,000 last year for office supplies. Purchases are made from every department in the City and orders are placed on a daily basis. Office supplies are ordered using a desktop method placing orders through the internet with next day desktop delivery. In addition, City staff only places orders using their Purchasing Card, which increases our rebate for the Purchasing Card Program.

8. EVALUATION PROCESS: In October 2012 staff conducted an extensive review and analysis of the major office supply contracts. In December 2012 Council approved the use of the OfficeMax and Wist contracts. Staff is recommending continued use of the existing contracts with OfficeMax and Wist Office Products. Overall capabilities, pricing, delivery, ease of use, Green purchasing, cost controls, number of products in contract, service, and Arizona local preference were all key factors in choosing a contract. In December 2013 OfficeMax and Office Depot merged to become Office Depot/Max. With this merger came the ability to utilize the National IPA contract and it will save the City approximately \$11,500. General office supplies will be purchased from Office Depot/Max. Paper will be purchased from Wist. New contract opportunities will be available in late 2014 and another review and analysis of available contracts will be conducted at that time.

9. FINANCIAL IMPLICATIONS: Funds for office supplies will be from various departments' office supply accounts.

10. PROPOSED MOTION: Move to approve use of the National Intergovernmental Purchasing Alliance (National IPA) Contract #618-000-11-1 with Office Depot/Max and City of Mesa Contract #2009104 with Wist Office Products for the purchase of Office Supplies in a combined total amount not to exceed \$200,000.

ATTACHMENT: none

APPROVALS

11. Requesting Department

[Signature]

Mike Mandt, CPPB Acting Purchasing Supervisor

12. Department Head

[Signature]

Dawn Lang, Management Services Director

13. Procurement Officer

[Signature]

Kristy Garcia, CPPB

14. City Manager

[Signature]

Rich Dlugas