



**PURCHASING ITEM
FOR
COUNCIL AGENDA**

1. Agenda Item Number:

19

2. Council Meeting Date:
March 17, 2016

TO: **MAYOR AND COUNCIL**

3. Date Prepared: February 19, 2016

THROUGH: **CITY MANAGER**

4. Requesting Department:
Management Services

5. **SUBJECT:** Purchase of Office Supplies

6. **RECOMMENDATION:** Staff recommends City Council approve the use of the National Intergovernmental Purchasing Alliance (National IPA) Contract #618-000-11-1, with Office Depot/Max, and the 1GPA Contract #14-163S, with Wist Office Products, for the purchase of office supplies, in a combined total amount not to exceed \$215,000, for the term of April 1, 2016, through March 31, 2017.

7. **BACKGROUND/DISCUSSION:** In calendar year 2015, approximately \$200,000 was spent City-wide to meet all departments' needs for office supplies. Purchases are made by every department in the City and orders are placed on a daily basis. Office supply orders are made online with next-day desktop delivery and paid for at time of order using purchasing cards. General office supplies are purchased from Office Depot/Max and paper is purchased from Wist Office Products.

The City has current Intergovernmental Agreements with National IPA and 1GPA, allowing for the cooperative use of these contract. Prior to the current extension, staff conducted a comparison of available contracts to ensure that the use of the National IPA and 1GPA contracts offered the best pricing to the City. The available contracts remain unchanged for the upcoming extension term and National IPA and 1GPA remain the most competitive. Staff anticipates that new cooperative contracts will be available in late 2016, and will again conduct a comparison to validate that the City selected the most competitive cooperative contract for its office supply purchases.

8. **EVALUATION:** In March 2015, Council approved the cooperative use of the National IPA Contract #618-000-11-1, with Office Depot/Max and the 1GPA Contract #14-163S, with Wist Office Products. Staff recommends the continued use of the existing cooperative contracts with Office Depot/Max and Wist Office Products. Overall capabilities, pricing, delivery, ease of use, availability of recycled products, cost controls, number and variety of products and customer service were all key factors in continuing to use these contracts cooperatively.

9. **FINANCIAL IMPLICATIONS:** Funds for office supplies will be from various departments' office supply accounts (5310).

10. **PROPOSED MOTION:** Move to approve use of the National IPA Contract #618-000-11-1, with Office Depot/Max, and the 1GPA Contract #14-163S, with Wist Office Products, for the purchase of office supplies, in a combined total amount not to exceed \$215,000, for the term of April 1, 2016, through March 31, 2017.

ATTACHMENTS: None

APPROVALS

11. Requesting Department

Christina Pryor, CPPB
Purchasing and Materials Manager

13. Department Head

Dawn Lang, Management Services Director

12. Procurement Officer



Juan Martinez

14. Acting City Manager



Marsha Reed