



**PURCHASING ITEM
FOR
COUNCIL AGENDA**

1. Agenda Item Number:

50

2. Council Meeting Date:
December 13, 2007

TO: MAYOR & COUNCIL

3. Date Prepared: November 19, 2007

THROUGH: CITY MANAGER

4. Requesting Department:
Management Services

5. SUBJECT: Approve the use of State of Arizona contract #AD040506 with OfficeMax for the purchase of Office Supplies in an amount not to exceed \$300,000.

6. RECOMMENDATION: Recommend use of State of Arizona contract #AD040506 with for the purchase of Office Supplies from OfficeMax in an amount not to exceed \$300,000.

7. HISTORICAL BACKGROUND/DISCUSSION: The State of Arizona Procurement Office bid office supplies and a single award has been made to OfficeMax. In the last 12-months, the City has spent approximately \$280,000 for office supplies. OfficeMax provides next day delivery to the location ordering, thereby saving Central Supply personnel approximately 8 hours per week in delivery time. OfficeMax offers ordering the majority of their office supplies using a desktop ordering method by placing their order through the internet. In addition, City staff is also able to order using their Purchasing Card, which increases our rebate for the Purchasing Card program.

8. EVALUATION PROCESS: This contract offers a discount off the catalog prices for all items excluding furniture, high dollar office equipment, some paper and laser printer supplies, and computer supplies that are available under other Arizona State contracts. Staff is satisfied with the items and service provided by this vendor and is requesting a third year approval to utilize the contract. Staff is requesting a not to exceed amount of \$300,000 to cover potential increased usage.

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

10. PROPOSED MOTION: Move to approve the use of the State of Arizona contract for the purchase of Office Supplies from OfficeMax in an amount not to exceed \$300,000 per staff recommendation.

APPROVALS

11. Requesting Department

Robert Combs, CPPB

12. Department Head

Dennis Strachota

13. Procurement Officer

Kristy Garcia, CPPB

14. City Manager

W. Mark Pentz