



**PURCHASING ITEM
FOR
COUNCIL AGENDA**

1. Agenda Item Number:

34

2. Council Meeting Date:

November 19, 2009

TO: MAYOR & COUNCIL

3. Date Prepared: October 29, 2009

THROUGH: CITY MANAGER

4. Requesting Department: Management Svcs.

5. SUBJECT: Approve purchase of Office Supplies from OfficeMax, utilizing the City of Flagstaff Contract #28117 in an amount not to exceed \$250,000.

6. RECOMMENDATION: Recommend approval of the use of the City of Flagstaff contract #28117 with OfficeMax, for the purchase of Office Supplies in an amount not to exceed \$250,000.

7. HISTORICAL BACKGROUND/DISCUSSION: In July 2008, the City of Flagstaff Procurement Office bid office supplies and an award was made in September 2008 to OfficeMax. The City of Flagstaff renewed the contract with OfficeMax for an additional year in September 2009. In the last 12-months, the City has spent approximately \$150,000 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 their office supplies using a desktop method placing their orders 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.

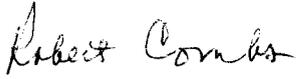
8. EVALUATION PROCESS: In July 2008, the City of Flagstaff Procurement Office bid office supplies and an award was made in September 2008 to OfficeMax. The City of Flagstaff renewed the contract with OfficeMax for an additional year in September 2009. OfficeMax offers best overall delivery, pricing, web ordering capabilities, sustainable products, reporting and tracking, and cost containment tools. In addition, the contract provides the City of Chandler with office supplies at guaranteed prices for a period of one year, and the ability to customize a preferred office supply list which enables the City to save additional money on volume buying as well as meet sustainability goals by recommending recycled products. OfficeMax also offers a 2% volume rebate back to the City. By utilizing this contract we are able to consolidate office supplies, copier paper and laser printer cartridges on one contract and eliminate the use of three separate contracts for these products. In addition to increasing our rebate, consolidating these contracts will also allow desktop delivery of all these items, eliminating stocking inventory in Central Supply, saving time and money associated with double delivery and storage. Staff is requesting a not to exceed amount of \$250,000 to cover the additional items that will be purchased under this contract to include office supplies, copier paper, and laser printer cartridges. A purchase order will be used as the form of contract and the City has an approved Intergovernmental Agreement with the City of Flagstaff.

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

10. PROPOSED MOTION: Move to approve use of the City of Flagstaff contract #28117 for the purchase of Office Supplies from OfficeMax in an amount not to exceed \$250,000.

APPROVALS

11. Requesting Department



Robert Combs, CPPB,
Purchasing & Materials Manager

12. Department Head



Dennis Strachota, Management Services Director

13. Procurement Officer



Kristy Garcia, CPPB

14. City Manager



W. Mark Pentz