

Legislation Text

File #: 20-4875, **Version:** 1

Bid No. 2020-099 - Annual Supply of Office Products.

(Staff recommends award to Staples Contract and Commercial, Inc., operating as Staples Advantage, through the cooperative purchasing agreement with Sourcewell (formerly National Joint Powers Alliance) Contract No. 012320-SCC, for an estimated annual amount of \$105,000.00. The term of this contract is for one year, with three additional one-year renewal options. The City Manager is authorized to exercise the renewal options, subject to annual appropriation of sufficient funds.)

Name of Department

Finance

Project/Budgeted Amount

Office Supply amount in various departmental budgets; spending is controlled by approved budget amounts for each department.

Sum of Bid/Bid Amount

\$105,000.00

Office supplies are purchased on an as-needed basis by all departments. These office supplies include but are not limited to pens and pencils, flash drives, paper clips, note pads and calendars. In addition, Staples Advantage offers office furniture, printing services and facility supplies.

Staples Advantage is the awarded vendor of office and school supplies, furniture and equipment through the cooperative purchasing agency, Sourcewell *formerly* National Joint Powers Alliance (NJPA). This contract provides reduced procurement costs associated with purchasing office products. Based on the City's annual expenditure amount, an annual rebate of one percent or greater may be credited back to the City, and they offer next day delivery services. The cooperative agreement is effective August 1, 2020, and will expire on April 6, 2021, with three additional one-year renewal options.

Recommended/Desired Action

Staff recommends award to Staples Advantage.

Drafter

Ryan Williams

Head of Department

Debbie Mol