



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: SEPTEMBER 17, 2019

FROM: FINANCE DEPARTMENT WARDS: ALL

SUBJECT: OFFICE DEPOT CITY WIDE ANNUAL PURCHASE ORDERS FOR VARIOUS OFFICE SUPPLY ORDERS, FOR THE PERIOD OF JULY 1, 2019 THROUGH JUNE 30, 2024, IN AN ANNUAL AMOUNT OF \$500,000

ISSUE:

Approve the issuance of the Office Depot City Wide Annual Purchase Orders for the purchase of various office supply commodities, for the period of July 1, 2019 through June 30, 2024, in an annual amount of \$500,000 to be utilized by all departments according to their approved budgets, in accordance with Purchasing Resolutions No. 23256, Section 602(e).

RECOMMENDATIONS:

That the City Council:

1. Approve the issuance of the Office Depot City Wide Annual Purchase Orders for the purchase of various office supply commodities, for the period of July 1, 2019 through June 30, 2024, in an annual amount of \$500,000 to be utilized by all departments according to their approved budgets, in accordance with Purchasing Resolutions No. 23256, Section 602(e); and
2. Authorize the City Manager, or designee, to execute all necessary documents, including making minor and non-substantive changes.

BACKGROUND:

The Purchasing Division is seeking a streamline purchasing option for various office supply commodities for all City departments.

DISCUSSION:

Office Depot was recently awarded the Omnia Partners Cooperative Region 4 ESC Contract No. R190303 for Office Supplies and related products for five (5) years with the option to renew for five (5) additional one-year periods through May 31, 2029 and Contract No. R190502 for three (3) years with the option to renew for two (2) additional one-year periods through June 30, 2024.

Region 4 Education Service Center of Houston, Texas facilitated a formal RFP process with the intent of awarding a national contract for vendors to supply and deliver educational and office supplies. Request for Proposal No. 19-05 was published on December 5, 2018 with a deadline of January 24, 2019. This solicitation resulted in 10 proposal submittals, where three (3) vendors were determined non-responsive. It was determined that three (3) companies demonstrated the ability to provide the products and services outlined in the solicitation while offering competitive pricing to the members, resulting in contract awards to all three (3).

Purchasing Resolution 23256, Section 602(e), provides that competitive procurement shall not be required when Cooperative Purchasing is available and undertaken or when Goods can be obtained through Federal, State and/or other public entity pricing contracts or price agreements.

The Purchasing Manager concurs that the recommended action complies with Purchasing Resolution No. 23256, Section 602(e).

FISCAL IMPACT:

The fiscal impact of this action is \$500,000 per year as allocated by each Department's approved and available budgeted funds.

Prepared by: Marie Ricci, Assistant Finance Director
Certified as to
availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer
Approved by: Carlie Myers, Deputy City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. Omnia Partners – Region 4 Request for Proposal (RFP) No. 19-05
2. Award of Contract #R190303 Letter
3. Award of Contract #R190502 Letter