

November 19, 2019

R-27

HONORABLE MAYOR AND CITY COUNCIL

City of Long Beach

California

RECOMMENDATION:

Adopt a Resolution authorizing the City Manager, or designee, to execute a contract with Office Depot, Inc., of Cincinnati, OH, for furnishing and delivering office supplies, on the same terms and conditions afforded to Region 4 Education Service Center (ESC), of Texas, through Omnia Partners, in an annual amount of \$1,300,000, with a 10 percent contingency of \$130,000, for a total annual contract amount not to exceed \$1,430,000, until the Omnia Partners contract expires on May 31, 2024, with the option to renew for as long as the Omnia Partners contract is in effect, at the discretion of the City Manager. (Citywide)

DISCUSSION

City Council approval is requested to enter into a contract with Office Depot, Inc. (Office Depot), for furnishing and delivering office supplies to various City of Long Beach (City) departments.

The Purchasing Division in the Financial Management Department researched procurement options for office supplies and learned that several agencies/cooperatives had completed an open, fair, transparent, and competitive procurement process. The City reviewed five cooperative agreement options for office supplies. Office Depot, Inc. (not an MBE, WBE, SBE, or Local), was chosen for their competitive pricing, service levels, breadth of product offerings, and local impact. Additionally, the existing tax sharing agreement in place allows the City to maximize the capture of the sales tax revenue expended via this contract.

City Charter 1802 provides an alternate procurement method by permitting the City to purchase or otherwise obtain services, supplies, materials, equipment and labor with other government agencies by purchasing under their contracts on a voluntary and selective basis when authorized by a Resolution of the City Council.

This matter was reviewed by Deputy City Attorney Amy R. Webber on October 22, 2019, Purchase Agent Tara Yeats on November 13, 2019, and by Budget Management Officer Rhutu Amin Gharib on November 14, 2019.

TIMING CONSIDERATIONS

City Council action to adopt a Resolution and award a contract concurrently is requested on November 19, 2019, to ensure the contract is in place expeditiously.

FISCAL IMPACT

The annual contract amount will not exceed \$1,430,000, inclusive of a 10 percent contingency. Purchase costs are collected through regular monthly charges to multiple funds and departments. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. The contract will provide continued support to our local economy by assisting in the preservation of employment for 16 employees residing in Long Beach.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



JOHN GROSS
DIRECTOR OF FINANCIAL MANAGEMENT

ATTACHMENT - RESOLUTION

APPROVED:



THOMAS B. MODICA
ACTING CITY MANAGER

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
411 West Ocean Boulevard, 9th Floor
Long Beach, CA 90802

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RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONG BEACH AUTHORIZING THE CITY MANAGER TO PURCHASE OFFICE SUPPLIES FROM OFFICE DEPOT, INC. ON THE SAME TERMS AND CONDITIONS AFFORDED TO REGION 4 EDUCATION SERVICE CENTER THROUGH OMNIA PARTNERS

WHEREAS, the Charter of the City of Long Beach (the "City"), Section 1802, permits the City to purchase services, supplies, materials, equipment and labor with other government agencies by purchasing under their contracts on a voluntary and selective basis when authorized by resolution; and

WHEREAS, the City desires to purchase office supplies; and

WHEREAS, the Region 4 Education Service Center through Omnia Partners has a Contract with Office Depot, Inc. for the purchase of office supplies, Contract No. R190303 ("Omnia Contract"); and

WHEREAS, the City's participation in the Omnia Contract will facilitate acquisition of the office supplies as well as provide considerable cost benefits to the City; and

WHEREAS, if the City had to go to formal bid rather than participate in the Omnia Contract considerably more funds would be required;

NOW, THEREFORE, the City Council of the City of Long Beach resolves as follows:

Section 1. The above recitals are true and correct and are incorporated herein by this reference.

Section 2. The City Manager of the City is hereby authorized to enter an agreement with Office Depot, Inc., to purchase office supplies of substantially the same

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
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1 type and kind purchased by the Regional 4 Education Service Center through Omnia
2 Partners pursuant to the Omnia Contract except as modified by mutual agreement of the
3 City and Office Depot, Inc., and the purchase by the City shall be on the same terms and
4 conditions afforded to the Regional 4 Education Service Center through Omnia Partners
5 in an annual amount of One Million Three Hundred Thousand Dollars (\$1,300,000)
6 including tax and shipping, until the Omnia Partners contract expires on May 31, 2024,
7 with the option to renew for as long as the Omnia Partners contract is in effect, at the
8 discretion of the City Manager.

9 Section 3. This resolution shall take effect immediately upon its adoption
10 by the City Council, and the City Clerk shall certify the vote adopting this resolution.

11 I hereby certify that the foregoing resolution was adopted by the City
12 Council of the City of Long Beach at its meeting of _____, 2019
13 by the following vote:

14
15 Ayes: Councilmembers: _____

16 _____

17 _____

18 _____

19 Noes: Councilmembers: _____

20 _____

21 Absent: Councilmembers: _____

22 _____

23 _____

24 _____

25 _____

City Clerk

26 _____

27 _____

28 _____