



Legislation Details (With Text)

File #: 19-1204 **Version:** 1 **Name:** FM - Contract w/Office Depot for office supplies
Type: Resolution **Status:** Adopted
File created: 10/30/2019 **In control:** City Council
On agenda: 12/3/2019 **Final action:** 12/3/2019

Title: Recommendation to adopt resolution authorizing 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)

Sponsors: Financial Management

Indexes:

Code sections:

Attachments: 1. 120319-R-27sr&att.pdf, 2. RES-19-0193.pdf

Date	Ver.	Action By	Action	Result
12/3/2019	1	City Council	approve recommendation and adopt	Pass

Recommendation to adopt resolution authorizing 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)

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.

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.

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.

Approve recommendation.

[Enter Body Here]

JOHN GROSS
DIRECTOR OF FINANCIAL MANAGEMENT

APPROVED:

THOMAS B. MODICA
ACTING CITY MANAGER