



# CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

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November 17, 2015

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Adopt a Resolution authorizing the City Manager to execute a contract with Office Depot, Inc., of Signal Hill, CA, for furnishing and delivering custodial supplies on the same terms and conditions afforded to Region 4 Education Service Center (ESC), of Texas, through The Cooperative Purchasing Network (TCPN), in an annual amount of \$1,700,000 with the option to add expenditures up to 10 percent (or \$170,000), for a total annual amount not to exceed \$1,870,000, for a period of two years, with the option to renew for two additional one-year periods, at the discretion of the City Manager. (Citywide)

## DISCUSSION

City Council approval is requested to enter into an annual contract with Office Depot, Inc., for furnishing and delivering custodial supplies to support the ongoing custodial maintenance needs of various City facilities. The amount represents the combined annual requirements as estimated by various City department users.

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

Office Depot, Inc., offers a wide variety of custodial paper products and janitorial cleaning products that meet industry recognized certified green standards from independent third-party certifications such as EcoLogo and Green Seal. The City uses dilution stations (located at various City facilities) to allow the purchase of janitorial cleaning chemicals in bulk, which are the diluted for expanded use. Office Depot, Inc., will provide all of the dilution station equipment at no cost to the City for the life of the contract.

Office Depot, Inc., provides online ordering with individual roles assigned for users and approvers for greater financial controls. Also, downloadable and exportable usage reports and other reporting features are available to manage the purchase of these items and to provide historical information on past purchases.

The Purchasing Division investigated procurement options for custodial supplies and learned that several agencies/cooperatives had completed a competitive procurement process. The City reviewed five cooperative agreement options for custodial supplies. Although all of the cooperative agreements were good prospects, Office Depot, Inc. (not an MBE, WBE, SBE or Local), was chosen for their competitive pricing, service levels, breadth of product offering and economic 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.

This matter was reviewed Deputy City Attorney Amy R. Webber on October 27, 2015 and by Budget Management Officer Victoria Bell on October 29, 2015.

TIMING CONSIDERATIONS

City Council action to adopt the attached Resolution and award a contract concurrently is requested on November 17, 2015, to ensure the contract is in place expeditiously.

FISCAL IMPACT

The total annual contract amount will not to exceed \$1,870,000, and is budgeted in various funds and departments. The award of this contract will provide continued support to our local economy by assisting in the preservation of employment for 1,448 employees residing in Long Beach.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



JOHN GROSS  
DIRECTOR OF FINANCIAL MANAGEMENT

APPROVED:

  
\_\_\_\_\_  
PATRICK H. WEST  
CITY MANAGER

1 RESOLUTION NO.  
2

3 A RESOLUTION OF THE CITY COUNCIL OF THE  
4 CITY OF LONG BEACH AUTHORIZING THE CITY  
5 MANAGER TO PURCHASE CUSTODIAL SUPPLIES FROM  
6 OFFICE DEPOT, INC. ON THE SAME TERMS AND  
7 CONDITIONS AFFORDED TO REGION 4 EDUCATION  
8 SERVICE CENTER THROUGH THE PURCHASING  
9 COOPERATIVE NETWORK  
10

11 WHEREAS, the Charter of the City of Long Beach (the "City"), Section  
12 1802, permits the City to purchase services, supplies, materials, equipment and labor  
13 with other government agencies by purchasing under their contracts on a voluntary and  
14 selective basis when authorized by resolution; and

15 WHEREAS, the City desires to purchase custodial supplies; and

16 WHEREAS, the Region 4 Education Service Center through the Purchasing  
17 Cooperative Network has a Contract with Office Depot, Inc. for the purchase of custodial  
18 supplies, Contract No. R5120 ("TCPN Contract"); and

19 WHEREAS, the City's participation in the TCPN Contract will facilitate  
20 acquisition of the custodial supplies as well as provide considerable cost benefits to the  
21 City; and

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

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

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

28 Section 2. The City Manager of the City is hereby authorized to enter an

1 agreement with Office Depot, Inc., to purchase custodial supplies of substantially the  
2 same type and kind purchased by the Regional 4 Education Service Center through the  
3 Purchasing Cooperative Network pursuant to the TCPN Contract except as modified by  
4 mutual agreement of the City and Office Depot, Inc., and the purchase by the City shall  
5 be on the same terms and conditions afforded to the Regional 4 Education Service  
6 Center through the Purchasing Cooperative Network in an annual amount not to exceed  
7 One Million Seven Hundred Thousand Dollars (\$1,700,000) including tax and shipping,  
8 for a period of two (2) years, with the option of renewing for two (2) additional one-year  
9 periods.

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

12 I hereby certify that the foregoing resolution was adopted by the City  
13 Council of the City of Long Beach at its meeting of \_\_\_\_\_, 2015  
14 by the following vote:

15  
16 Ayes: Councilmembers: \_\_\_\_\_  
17 \_\_\_\_\_  
18 \_\_\_\_\_  
19 \_\_\_\_\_

20 Noes: Councilmembers: \_\_\_\_\_  
21 \_\_\_\_\_

22 Absent: Councilmembers: \_\_\_\_\_  
23 \_\_\_\_\_

24  
25  
26 \_\_\_\_\_  
27 City Clerk

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