



# CITY OF LONG BEACH

FINANCIAL MANAGEMENT DEPARTMENT

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November 8, 2011

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Authorize the City Manager to amend the interim purchase order with Office Depot, Inc., a Delaware corporation (not an MBE, WBE, SBE or Local), for the purchase of office supplies for all City departments, in an additional amount of \$505,000, bringing the total amount not to exceed \$600,000. (Citywide)

## DISCUSSION

Office Depot, Inc., currently provides a full catalog of office supplies. All City Departments, as well as the Water Department and the Port of Long Beach, use this contract for the purchase of office supplies and other related items. The contract also included a significant amount of "green" office products. Additionally, there are a number of key features to this contract: the City receives desktop deliveries, online ordering and tracking, and reporting capabilities. The contract expired on July 31, 2011, at which time an interim purchase order was issued. A Request for Proposals (RFP) is currently being developed and it is the Purchasing Division's intent to begin this solicitation process within the next 45 days.

The RFP will highlight a number of "green" initiatives to further pursue our Citywide effort to increase the procurement of "green" and sustainable products. The Purchasing Division intends to align the RFP to reflect the goals set forth in the City's Sustainable City Action Plan, as well as the City's Environmental Preferable Purchasing Policy. The Purchasing Division will request vendors to propose alternative delivery schedules to limit the number of delivery days each week, which will reduce emissions associated with transportation. The RFP will also request that vendors offer "green" alternatives for all of the most commonly purchased office supplies. The Purchasing Division and the selected vendor will actively promote users to purchase "green" alternatives, when possible, through marketing, education and cost-effective solutions. The vendors will be asked to provide an online ordering system to be linked to users' Purchasing Cards (P-Cards), thereby eliminating the need for hardcopy invoices to be produced. The Purchasing Division will also encourage vendors to outreach to small and local businesses as subcontractors to provide more opportunities for Small Business Enterprise (SBE) participation in this contract. It is anticipated that approval for a new contract will be presented to City Council no later than April of 2012.

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This matter was reviewed by Deputy City Attorney Amy R. Webber on October 14, 2011 and Budget Management Officer Victoria Bell on October 20, 2011.

TIMING CONSIDERATIONS

City Council action is requested on November 8, 2011. In order to sustain services, additional contract authority in the amount of \$505,000 is requested to ensure additional funds are added expeditiously and to maintain availability of supplies.

FISCAL IMPACT

The increase of \$505,000 in contractual authority for FY 11 and FY 12 is budgeted in various funds Citywide. This action will provide continued support to our local economy by assisting in the preservation of 209 full-time employees residing in Long Beach with employment.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



JOHN GROSS  
DIRECTOR OF FINANCIAL MANAGEMENT

JG:ES:RB  
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APPROVED:



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PATRICK H. WEST  
CITY MANAGER