



CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

C-15

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March 14, 2006

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt the attached Resolution authorizing the City Manager to execute all necessary documents to enter into a contract with Office Depot to purchase office supplies and equipment for all City departments pursuant to the U.S. Communities Government Purchasing Alliance and the County of Los Angeles Master Agreement No. 42595, in the estimated annual amount of \$1,500,000 for the period of one year, with the option of renewing for four additional one-year periods, at the discretion of the City Manager. (Citywide)

DISCUSSION

City Council approval is being requested to enter into a contract with Office Depot for the purchase of office supplies and equipment for all City departments and funds.

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

On January 2, 2006, Los Angeles County awarded Contract No. 42595 to Office Depot. The County of Los Angeles served as the lead public agency on a bid for U.S. Communities. This contract was competitively bid based on an estimated volume of \$200,000,000 and reflects the best overall pricing available to state and local government agencies and school districts from Office Depot.

U.S. Communities is a non-profit purchasing alliance that pools the purchasing power of public agencies to achieve bulk volume discounts. They competitively solicit products through a lead public agency and provide a purchasing forum for public agencies nationwide.

This matter was reviewed by Senior Deputy City Attorney Donna F. Gwin on February 23, 2006 and by Budget Management Officer David Wodynski on March 2, 2006.

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TIMING CONSIDERATIONS

City Council action to adopt the attached Resolution and authorize the City Manager to enter into a contract with Office Depot is requested on March 14, 2006 to ensure that the contract is in place expeditiously.

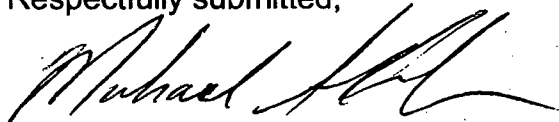
FISCAL IMPACT

The cost of this Citywide contract, in the estimated annual amount of \$1,500,000, is available in budgets throughout all City departments and funds, with the option of adding expenditures up to 10 percent (or \$150,000) above the contract amount. Of the total amount, \$1,300,000 is budgeted in the General Fund. Actual General Fund expenditures under this contract were \$1.2 million in FY 05, which is a reduction of 36.5 percent (or \$675,000) since FY 03, the year before the Financial Strategic Plan was implemented.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



MICHAEL A. KILLEBREW
DIRECTOR OF FINANCIAL MANAGEMENT

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ATTACHMENT

APPROVED:



GERALD R. MILLER
CITY MANAGER