



CITY OF LONG BEACH

DEPARTMENT OF FINANCIAL MANAGEMENT

333 West Ocean Boulevard 6th Floor • Long Beach, CA 90802 • (562) 570-6200 • Fax (562) 570-5099

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 office 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 \$1,200,000, with the option to add expenditures up to 10 percent (or \$120,000), for a total annual amount not to exceed \$1,320,000, for a period of two years, with the option to renew for three 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 office supplies. The award 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.

The Purchasing Division investigated procurement options for office supplies and learned that several agencies/cooperatives had completed a competitive procurement process. The City reviewed seven cooperative agreement options for office 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 exceed \$1,320,000, and is budgeted in various funds and departments. The award of these contracts 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

ATTACHMENT

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

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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 THE PURCHASING COOPERATIVE NETWORK

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 the Purchasing Cooperative Network has a Contract with Office Depot, Inc. for the purchase of office supplies, Contract No. R141703 ("TCPN Contract"); and

WHEREAS, the City's participation in the TCPN 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 TCPN 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

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

1 agreement with Office Depot, Inc., to purchase office supplies of substantially the same
2 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 Two Hundred Thousand Dollars (\$1,200,000) including tax and shipping, for
8 a period of two (2) years, with the option of renewing for three (3) 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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