



Legislation Details (With Text)

**File #:** 20-0035      **Version:** 1      **Name:** FM - Office Depot for custodial supplies  
**Type:** Resolution      **Status:** Adopted  
**File created:** 11/13/2019      **In control:** City Council  
**On agenda:** 1/14/2020      **Final action:** 1/14/2020

**Title:** Recommendation to adopt resolution authorizing City Manager, or designee, to execute a contract with Office Depot, Inc., of Cincinnati, OH, to furnish and deliver custodial 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 \$1,500,000, with a 10 percent contingency of \$150,000, for a total annual contract amount not to exceed \$1,650,000, until the Omnia Partners contract expires on February 28, 2021, 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. 011420-C-8sr&att.pdf, 2. RES-20-0010.pdf

Date	Ver.	Action By	Action	Result
1/14/2020	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, to furnish and deliver custodial 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 \$1,500,000, with a 10 percent contingency of \$150,000, for a total annual contract amount not to exceed \$1,650,000, until the Omnia Partners contract expires on February 28, 2021, 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), to furnish and deliver custodial supplies, including, but not limited to, mops and towels, restroom supplies, and cleaning products, to various City departments.

The Purchasing Division of the Financial Management Department investigated procurement options for custodial supplies and discovered several other agencies had completed an open, fair, transparent, and competitive procurement process. The City reviewed five cooperative agreement options for custodial supplies under the other agencies' contracts. Of the five cooperative agreement options, Office Depot (not a 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 December 3, 2019, Purchasing Agent Tara Yeats on December 4, 2019, and by Revenue Management Officer Geraldine Alejo on December 16, 2019.

City Council action to adopt a Resolution and award a contract concurrently is requested on January 14, 2020 to ensure the contract is in place expeditiously.

The annual contract amount will not exceed \$1,650,000, inclusive of a 10 percent contingency. The cost for this contract is budgeted in various fund groups and departments. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. This 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.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONG BEACH AUTHORIZING THE CITY MANAGER TO PURCHASE CUSTODIAL SUPPLIES FROM OFFICE DEPOT, INC. ON THE SAME TERMS AND CONDITIONS AFFORDED TO REGION 4 EDUCATION SERVICE CENTER THROUGH OMNIA PARTNERS

JOHN GROSS  
DIRECTOR OF FINANCIAL MANAGEMENT

APPROVED:

THOMAS B. MODICA  
ACTING CITY MANAGER