



Legislation Text

File #: 15-1184, **Version:** 1

Recommendation to adopt resolution authorizing 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, of Texas, through The Cooperative Purchasing Network, 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)

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.

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.

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.

Approve recommendation.

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

JOHN GROSS
DIRECTOR OF FINANCIAL MANAGEMENT

APPROVED:

PATRICK H. WEST
CITY MANAGER