

**AGENDA**



**Recommendation for Council Action (Purchasing)**

<b>Austin City Council</b>	<b>Item ID:</b>	24765	<b>Agenda Number</b>	31.
<b>Meeting Date:</b>	June 6, 2013			
<b>Department:</b>	Purchasing			
<b>Subject</b>				
Authorize award and execution of a 28-month requirements supply contract through the Texas Local Government Purchasing Cooperative (Buyboard) with STAPLES CONTRACT AND COMMERCIAL, INC. for the purchase of office supplies in an amount not to exceed \$6,966,372.				
<b>Amount and Source of Funding</b>				
Funding in the amount of \$995,196 is available in the Fiscal Year 2012-2013 Operating Budget of various City departments. Funding for the remaining 24 months is contingent upon available funding in future budgets.				
<b>Fiscal Note</b>				
There is no unanticipated fiscal impact. A fiscal note is not required.				
<b>Purchasing Language:</b>	Cooperative Purchase			
<b>Prior Council Action:</b>	█			
<b>For More Information:</b>	Laura Wright, Buyer II, 974-2939			
<b>Boards and Commission Action:</b>	█			
<b>Related Items:</b>	█			
<b>MBE / WBE:</b>	This contract will be awarded in compliance with City Code Chapter 2-9D (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.			

**Additional Backup Information**

This contract establishes a supply contract for stockless office products. These supplies are used by all City departments. Staples will warehouse all items and deliver orders to over 265 City locations, and Staples is required to provide any type of item on an as-needed basis with next day desk-top delivery.

There was an analysis completed by the Office of Sustainability to determine if there were any suggested practices. Upon analysis the suggested practices include alternate items to be purchased that would be more environmentally-friendly and cost effective. These items include but are not limited to: refillable correction tape, recyclable tape, China markers, remanufactured toner cartridges and non-toxic white board cleaners. The City is currently implementing the use of only 100% recycled 8 ½ x 11 copy paper by all departments.

The Purchasing Office conducted an analysis and determined that the Staples contract provides the best value to the City. The analysis included the review of three companies: Staples, Quill and RW Gonzales. It included a price comparison and years remaining on their respective cooperative contracts. The Staples contract offers the lowest prices and is able to provide office supplies that fully meet the needs of the using departments.

Staples is contracted through BuyBoard to provide office supplies to other public entities statewide as a result of a competitive bidding process. Utilizing the BuyBoard contract provides for volume discount pricing as well as the earliest opportunity to place the City's office supply orders.