



Recommendation for Water & Wastewater Commission

Commission Meeting Date:	October 14, 2015
Council Meeting Date:	October 15, 2015
Department:	Purchasing
SUBJECT	
<p>Authorize execution of a 46-month contract through the National Joint Powers Alliance with STAPLES CONTRACT AND COMMERCIAL, Inc. with SUMMUS INDUSTRIES, INC. (MBE), to purchase office and workplace related supplies and services in an amount not to exceed \$15,184,000, with one 12-month extension option in an amount not to exceed \$3,796,000, for a total contract amount not to exceed \$18,980,000. Austin Water's portion of the requested authorization is estimated at \$695,278.50.</p>	
AMOUNT AND SOURCE OF FUNDING	
<p>Funding in the amount of \$181,377.83 is available in the Fiscal Year 2015-2016 Operating Budget of Austin Water. Funding for the remaining 34-months of the original contract period and extension options are contingent upon available funding in future budgets.</p>	
Purchasing Language:	Cooperative Purchase
Prior Council Action:	N/A
For More Information:	Jonathan Dalchau, 512-974-2938; David Anders, 512-972-0323
Boards and Commission Action:	October 14, 2015- To be reviewed by the Water and Waste Water Commission.
MBE/WBE:	This cooperative 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 contract.

The contract will provide a reliable source for the purchase of office and workplace related products and services used by various City departments throughout the City on an as needed basis. Staff will have quick and reliable access to products available from Staples' on-line ordering system. The list of items available to the City includes a wide variety of office and workplace supplies that include, but are not limited to: 100% recycled paper, sustainable desk supplies, toner, and safety supplies. Staples warehouses items and delivers orders to over 265 City locations with next day delivery.

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 four companies: Staples, Office Depot, Metro Office Solutions, and RW Gonzalez. Included in the analysis was a price comparison, sustainability, delivery services, reporting, and online capabilities. The Staples contract offers the lowest prices and is able to provide office supplies that fully meet the needs of the user departments.

Staples is contracted through National Joint Powers Alliance with public entities nationwide. This cooperative purchasing program was established as a national structure for local government agencies to use their collective purchasing power and is authorized under the provisions of the Interlocal Cooperation Act, Chapter 791, Texas Government Code.

The current contract will expire on October 31, 2015 and is utilized for daily operations. Without this contract it will limit our ability to conduct the daily business of the City. Additionally, the City will incur extra expenses to purchase the necessary supplies individually.