

**AGENDA**



**Recommendation for Council Action (Purchasing)**

Austin City Council	Item ID:	49952	Agenda Number	18.
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Meeting Date:	October 1, 2015
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Department:	Purchasing
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Subject

Authorize execution of a 46-month contract through the National Joint Powers Alliance through 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.

Amount and Source of Funding

Funding in the amount of \$3,796,000 is available in the Fiscal Year 2015-2016 Operating Budget of various City Departments. Funding for the remaining 34-months of the original contract period and extension options are contingent upon available funding in future budgets.

Fiscal Note

There is no unanticipated fiscal impact. A fiscal note is not required.

Purchasing Language:	Cooperative Purchase
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Prior Council Action:	
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For More Information:	Jonathan Dalchau, Senior Buyer, 512-974-2938
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Boards and Commission Action:	October 14, 2015 – To be reviewed by the Water & Wastewater Commission.
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Related Items:	
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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.
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Additional Backup Information

The contract will provide a reliable source for the purchase of office and workplace-related products and services used by various City departments on an as needed basis. Staff will have quick and reliable access to products available from Summus Industries' online ordering system. The list of available items encompass a wide variety of office and workplace supplies, including: 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 Summus contract provides the best value to the City. The analysis included the review of five companies: Longhorn Office Products, Metro Office Solutions, Office Depot, R. W. Gonzalez Office Products, and Staples/Summus. Included in the analysis was a price comparison, review of sustainability efforts, delivery services, reporting, and online capabilities. The Summus contract offers the lowest prices and is able to provide office supplies that fully meet the needs of the user departments.

Staples has provided a market driven solution utilizing a vendor, Summus Industries, from the City's Small and Minority Business program. They have developed a strategic alliance with independently owned, operated, and certified M/WBEs to create a Diversity Supplier Program. The program creates job opportunities to reflect the faces of the customers served and integrates diversified supplier mentoring so that they may develop a strong foundation for future growth. Staples has been successful in implementing this program with other public entities throughout the state of Texas. Staples is devoted to supplier diversification; they have over 3,000 products made by M/WBE manufactures sold through their catalog; totaling over \$39,000,000 in payments to their Texas based diversified suppliers.

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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. The absence of this contract will limit the City's ability to conduct its daily business. Additionally, the City will incur extra expenses to purchase the necessary supplies individually, at a higher rate.