



Recommendation for Action

File #: 20-2166, **Agenda Item #:** 43.

6/11/2020

Posting Language

Authorize negotiation and execution of a multi-term cooperative contract through Staples Contract & Commercial LLC, with Summus Industries Inc. (MBE), to provide office supplies and related services, for up to five years for a total contract amount not to exceed \$13,432,500.

(Note: This procurement was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9D Minority Owned and Women Owned Business Enterprise Procurement Program. For the goods and services required for this procurement, there were no subcontracting opportunities; therefore, no subcontracting goals were established).

Lead Department

Purchasing Office.

Client Department(s)

All City Departments.

Fiscal Note

Funding in the amount of \$943,667 is available in the Fiscal Year 2019-2020 Operating Budget of various City departments. Funding for the remaining contract term is contingent upon available funding in future budgets.

Purchasing Language:

Multiple vendors within this cooperative purchasing program were reviewed for these goods and services. The Purchasing Office has determined this contractor best meets the needs of the departments to provide the goods and services required at the best value for the City.

For More Information:

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or AgendaOffice@austintexas.gov <<mailto:AgendaOffice@austintexas.gov>> or to Claudia Rodriguez, at 512-974-2959 or ClaudiaR.Rodriguez@austintexas.gov <<mailto:ClaudiaR.Rodriguez@austintexas.gov>>.

Council Committee, Boards and Commission Action:

June 8, 2020 - To be reviewed by the Electric Utility Commission.

June 10, 2020 - To be reviewed by the Water and Wastewater Commission.

Additional Backup Information:

The contract will provide a reliable source of office and workplace-related products and services used by various City departments. Staff will have quick and reliable access to products available from the contractor's online ordering system. The contract will offer a wide variety of office and workplace supplies, including: 100% recycled paper, sustainable desk supplies, toner, and safety supplies. Staples Contract & Commercial LLC warehouses items and delivers orders to over 265 City locations with next day delivery. These goods and related services are provided through a developed strategic alliance with Summus Industries Inc., an

independently owned, operated, and City certified minority-owned business. The program enhances the value of services provided to the City through Summus Industries' customer service, ordering website, delivery tracking, order management, and overall experience in the office supply industry.

The Purchasing Office conducted an analysis and determined that the Summus Industries Inc. cooperative contract provides the best value to the City. The analysis included the review of multiple suppliers in the following categories: price comparison, review of sustainability efforts, delivery services, reporting, historically underutilized business partnerships, and online ordering capabilities.

The current contract will expire on July 31, 2020 and is utilized by all city departments for daily operations. Estimates for this new contract were determined based on information provided by departments for anticipated future needs and on historical spend. The recommended contractor is the current provider for these goods and services.

The Sourcewell cooperative establishes competitively bid contracts that can be utilized by the State and other government agencies through a cooperative agreement. Cooperative agreements save taxpayer dollars by leveraging the State's volume-buying power to drive down costs on hundreds of contracts through a streamlined cooperative purchasing program.

Contract Detail:

<u>Contract Term</u>	<u>Length of Term</u>	<u>Contract Authorization</u>
Initial Term	4 yrs.	\$10,746,000
Optional Extension 1	1 yr.	\$ 2,686,500
TOTAL	5 yrs.	\$13,432,500

Note: Contract Authorization amounts are based on the City's estimated annual usage.

Strategic Outcome(s):

Government that Works for All.