

AGENDA



Thursday, June 7, 2007

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION****Item No. 48**

Subject: Authorize award and execution of a 31-month requirements supply contract through U. S. Communities Government Purchasing Alliance with OFFICE DEPOT, Austin, TX, for the purchase of office supplies, printer equipment and supplies, recycled office paper, and small office equipment in an estimated amount not to exceed \$1,162,500, with two 12-month extension options in an estimated amount not to exceed \$450,000 per extension option, for a total estimated contract amount not to exceed \$2,062,500.

Amount and Source of Funding: Funding in the amount of \$150,000 is available in the Fiscal Year 2006-2007 Operating Budget of the Community Care Services Department. Funding for the remaining 27 months of the original contract period and the two extension options is contingent upon available funding in future budgets.

Fiscal Note: There is no unanticipated fiscal impact. A fiscal note is not required.

For More Information: Barbara McConnell, Buyer II, 972-4009

Purchasing Language: Cooperative Purchase.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9D of the City Code (Minority-Owned Business Enterprise Procurement Program). This contract is a Cooperative Purchase; therefore, it is exempted under Chapter 252.022 of the Texas Local Government Code and no goals were established for this solicitation.

This supply contract will provide the Community Care Services Department with a reliable source to purchase office supplies, printer equipment and supplies, recycled office paper, and small office equipment for all its locations. These office products will be ordered on an as-needed basis.

Office Depot is under contract with Los Angeles County, CA as a result of a competitive bidding process and is available for use by other public entities through the U.S. Communities cooperative purchasing program. The U.S. Communities Government Purchasing Alliance was established as a national structure for government agencies to make use of their collective purchasing power, and this purchase is authorized under the provisions of the Interlocal Cooperation Act, Chapter 791, Texas Government Code.