

AGENDA



Wednesday, June 18, 2008

Purchasing Office RECOMMENDATION FOR COUNCIL ACTION

Item No. 50

Subject: Authorize award and execution of an 11-month requirements supply contract through America Saves Program with OFFICEMAX Contract Inc., Warren, MI, for the purchase of office supplies, printer equipment and supplies, and office equipment in an estimated amount not to exceed \$41,000.

Amount and Source of Funding: Funding in the amount of \$11,182 is available in the Fiscal Year 2007-2008 Operating Budgets of the Financial and Administrative Services Department, City Clerk's Office, and the Economic Growth and Redevelopment Services Office.

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

For More Information: Cruz Banda, Buyer II/974-2133

Purchasing Language: Cooperative Purchase.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9D of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). This contract is a cooperative purchase; therefore, it is exempted under Chapter 791 of the Texas Government Code and no goals were established for this solicitation.

This contract is for the purchase of office supplies and related equipment as a pilot program that includes the Financial and Administrative Services Department, Purchasing Office, City Clerk's Office, and Economic Growth and Redevelopment Services Office. The purpose of the pilot is to provide an additional reliable source of office supplies and recycled white copy paper for use by all city departments. Office Max will warehouse all items and deliver orders to city locations on an as needed basis with next day delivery.

There are approximately 900 different standard office supplies available for purchase under this contract, such as but not limited to rubber bands, binders, tape, paper clips, correction tape, file folders, staples, pens, and pencils. In addition to the standard office supplies, OfficeMax also provides printer equipment and supplies such as toner cartridges, inkjet cartridges, printer ribbons, and recycled white copy paper.

In accordance with the terms of this agreement, the city may receive an electronic commerce incentive of 1% of total net purchases. To qualify for this incentive, greater than 75% of sales dollars must be processed electronically. In addition, the City may receive the following incentives:

Annual Net Purchases	Incentive
\$0 to \$500,000	.5%
\$500,001 to \$999,999	1%
1,000,000+	2%

The America Saves cooperative purchasing program is a result of the Oakland County Michigan Purchasing Division's agreement with OfficeMax to make its contract pricing available to other public entities. OfficeMax is under contract with Oakland County as a result of a competitive bidding process.