

## AGENDA



Thursday, December 9, 2010

**Purchasing Office  
RECOMMENDATION FOR COUNCIL ACTION****Item No. 44**

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**Subject:** Authorize award and execution of a 15-month requirements supply contract through The Cooperative Procurement Network (TCPN) with OFFICEMAX, INC., Naperville, IL, for purchasing of office supplies in an estimated amount not to exceed \$3,250,000, with three 12-month extension options in an estimated amount not to exceed \$2,600,000 per extension option, for a total estimated contract amount not to exceed \$11,050,000.

**Amount and Source of Funding:** Funding in the amount of \$2,166,667 is available in the Fiscal Year 2010-2011 Operating Budgets for all City Departments. Funding for the remaining five months of the original contract period and 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:** Cruz Banda, Buyer II / 974-2133

**MBE/WBE:** This Cooperative Contract is exempt from the MBE/WBE Ordinance. This exemption is in compliance with Chapter 2-9D of the City Code (Minority Owned and Women Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this contract.

**Boards and Commission Action:** Recommended by the Electric Utility Commission. To be reviewed by the Water and Wastewater Commission on December 8, 2010.

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This contract establishes a supply contract for stockless office products with Office Max. These supplies are used by all City departments. Office Max will warehouse all items and deliver orders to over 265 City locations and the vendor is required to provide any type of item on an as-needed basis with next day desk top delivery.

There are approximately 12,000 different items purchased on this contract that are standard office supplies (e.g. rubber bands, binders, tape, paper clips, correction tape, file folders, staples, pens, pencils, Post-it notes, etc.) used on a daily basis. This portion of the contract will be in an estimated amount of \$1,300,000 annually (50% of the contract total).

This contract also includes copy paper and recycled copy paper. This portion of the contract will be in an estimated amount of \$520,000 annually (20% of the contract total). In addition to the standard office supplies, Office Max also provides printer equipment and supplies (e.g. toner cartridges, inkjet cartridges and printer ribbons). This portion of the contract will be in an estimated amount of \$780,000 annually (30% of the contract total).

This cooperative purchasing program was established as a national structure for local government agencies to make use of their collective purchasing power and is authorized under the provisions of the Interlocal Cooperation Act, Chapter 791, Texas Government Code.