

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council

Item ID:

14320

Agenda Number

51.

Meeting Date:

April 26, 2012

Department:

Purchasing

Subject

Authorize award and execution of a 26-month requirements supply contract through NATIONAL JOINT POWERS ALLIANCE (NJPA) Contract Purchasing Program with STAPLES CONTRACT & COMMERCIAL, INC., for purchase of office supplies in an estimated amount not to exceed \$5,750,000.

Amount and Source of Funding

Funding in the amount of \$866,667 is available in the Fiscal Year 2011-2012 Operating Budgets for all City Departments. Funding for the remaining twenty-two months of the contract period is 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.

Prior Council Action:

For More Information:

Cruz Banda, Buyer II / 974-2133

Boards and Commission Action:

Recommended by the Water and Wastewater Commission and the Electric Utility Commission.

Related Items:

MBE / WBE:

This Cooperative Purchase is exempt from the MBE /WBE Ordinance. This exemption is in compliance with Chapter 2-9C 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.

Additional Backup Information

In December 2010, Council approved an office supplies contract through The Cooperative Procurement Network (TCPN) with Office Max. The contract expires May 31, 2012; TCPN will not renew. Staff is returning to Council in order to obtain authorization to award a supply contract for stockless office products with Staples through the National Joint Powers Alliance (NJPA) Contract Purchasing Program. These supplies are used by all City departments. Staples Inc. will warehouse all items and deliver orders to over 265 City locations. 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 the 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 the amount of \$520,000 annually (20% of the contract total). In addition to the standard office supplies, Staples Inc. also provides printer equipment and supplies (e.g. toner cartridges, inkjet cartridges and printer ribbons). This portion of the contract will be in the amount of \$780,000 annually (30% of the contract total). There are several hundred items in the catalog that are considered restricted and require additional supervisory approval. These include items such as electronics, food and furniture.

City departments have used previous historical information and current budgets to determine the usage amount required for future annual procurements of this service

NJPA is competitively bid and awards contracts to national vendors in accordance with purchasing procedures mandated by the state procurement laws and regulation. Participation in NJPA will provide the City of Austin the legal requirements for competition of contracts on commonly purchased products and services.

NJPA awarded Staples Inc., Framingham, MA, the annual contract renewal for office supplies based on a Request for Proposal. NJPA was awarded the contract on May 27, 2010. The contract was commenced August 1, 2010, continues four years thereafter and is subject to annual renewal at the option of both parties.