



**Purchasing Contract
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

AGENDA ITEM NO.: 32
AGENDA DATE: Thu 08/12/2004
PAGE: 1 of 2

SUBJECT: Authorize execution of Amendment No. 2 to the contract through U.S. Communities Government Purchasing Alliance, Los Angeles County, CA with OFFICE DEPOT, Austin, TX, for office supplies, printer equipment and supplies, and office equipment in an amount not to exceed \$166,770 for a revised total contract amount of \$2,225,101.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$166,770 is included in the Fiscal Year 2004-2005 Proposed Operating Budgets for all City departments.

FISCAL NOTE: There is no unanticipated fiscal impact. A fiscal note is not required.

REQUESTING Purchasing
DEPARTMENT: for Purchasing;

DIRECTOR'S
AUTHORIZATION: Vickie Schubert

FOR MORE INFORMATION CONTACT: Sydney Ceder, Buyer II/(512) 974-2035

PRIOR COUNCIL ACTION: July 17, 2003-Approved original contract.

BOARD AND COMMISSION ACTION: N/A

PURCHASING: N/A

MBE / WBE: N/A

This amendment will continue a reliable source for the annual supply of recycled white copy paper and continuous feed computer paper through the bids of Los Angeles County, CA, an Advisory Board member of the U.S. Communities Government Purchasing Alliance (U.S. Communities). This paper will be used by all City departments. Office Depot will warehouse all of the paper and deliver orders to approximately 265 City department office locations. The vendor is required to provide items on an as-needed basis with next day desktop delivery. Based on the current paper supply contract usage, \$166,770 will be allocated for the remaining five months of the contract. This contract has a rebate provision that returns money back to the City based on annual expenditures. Currently the rebate is 1%; but with the addition of the paper, the rebate will be increased to 1.5%.

The U.S. Communities Government Purchasing Alliance was designed in cooperation with an Advisory Board of local government purchasing officials across the United States and is sponsored by the National Association of Counties, the National Institute of Governmental Purchasing, the National League of Cities and the United States Conference of Mayors, to pool the purchasing power of public agencies to achieve greater volume discounts for participating public agencies. Los Angeles County, California was the lead participating agency that issued a competitive solicitation and awarded a contract to Office Depot, Inc., which provides a purchasing forum for public agencies nationwide.

Los Angeles County opened competitive bids for office supplies in May 2000 and awarded a contract to Office Depot, Inc. on March 5, 2001. The contract Master Agreement No. 41421 was extended until



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PAGE: 2 of 2**

March 5, 2005.

CONTRACT HISTORY

CONTRACT AMOUNT

| | |
|--|--------------------|
| Original Contract (11/4/03 through 3/4/04) | \$ 758,331 |
| Amendment No. 1 – Contract Extension (3/5/04 through 3/4/05) | \$1,300,000 |
| Proposed Amendment No. 2 – Contract Increase (Option Period) | <u>\$ 166,770</u> |
| TOTAL REVISED CONTRACT AMOUNT | \$2,225,101 |