

Mayor and Council Communication

DATE: 08/09/22

M&C FILE NUMBER: M&C 22-0552

LOG NAME: 13P FY2023 JANITORIAL SUPPLIES TD CITY

SUBJECT

(ALL) Authorize the Execution of Contracts with Amazon Services Inc., Brady Industries of Texas, LLC, Empire Paper Company, Home Depot USA, Inc., Office Depot, Inc., and Staples Contract and Commercial, LLC for Janitorial Supplies Using Omnia Partners R-TC-17006, Omnia Partners 202329-01, Interlocal Purchasing System 200106, BuyBoard 649-21, Omnia Partners R211302, and Sourcewell 012320-SCC in a Combined Annual Amount Up to \$1,100,000.00 and Authorize Four One-Year Renewal Options in the Same Annual Amount for All City Departments

RECOMMENDATION:

It is recommended that the City Council authorize the execution of contracts with Amazon Services Inc., Brady Industries of Texas, LLC, Empire Paper Company, Home Depot USA, Inc., Office Depot, Inc., and Staples Contract and Commercial, LLC for janitorial supplies using Omnia Partners R-TC-17006, Omnia Partners 202329-01, Interlocal Purchasing System 200106, BuyBoard 649-21, Omnia Partners R211302, and Sourcewell 012320-SCC in an amount up to \$1,100,000.00 and authorize four one-year renewal options for all City departments.

DISCUSSION:

On September 14, 2021, the City Council approved Mayor and Council Communication 21-0657 authorizing agreements for janitorial supplies with various vendors for an amount up to \$1,100,000.00 per year. City departments use these agreements to purchase needed janitorial supplies. The agreements were for one year with no renewal options and will expire on September 30, 2022.

In order to meet the City's need for janitorial supplies, purchasing staff recommends utilizing the following cooperative contracts for an amount up to \$1,100,000.00 for janitorial supplies:

| Vendor | Cooperative Contract | Cooperative Expiration Date |
|-------------------------------------|---|-----------------------------|
| Amazon Services Inc | Omnia Partners R-TC-17006 | January 18, 2028 |
| Brady Industries of Texas LLC | Omnia Partners 202329-01 | May 31, 2025 |
| Empire Paper Company | The Interlocal Purchasing System 200106 | March 31, 2023 |
| Home Depot U.S.A., Inc. | BuyBoard 649-21 | September 30, 2024 |
| Office Depot, Inc | Omnia Partners R211302 | January 31, 2027 |
| Staples Contract and Commercial LLC | Sourcewell 012320-SCC | April 6, 2024 |

The maximum amount allowed under these agreements citywide will be \$1,100,000.00, however the actual amount used will be based on the need of the department and available budget.

The Agreements may be renewed for up to four additional one-year terms, in accordance with the terms of the underlying cooperative contracts. Should the cooperative contracts elect to exercise the renewal options, the City shall have the option to do the same.

State law provides that a local government purchasing an item under a cooperative purchasing agreement satisfies state laws requiring that the local government seek competitive bids for purchase of the items. BuyBoard, Sourcewell, TIPS and Omnia Partners have been competitively bid to increase and simplify the purchasing power of local government entities across the State of Texas.

A M/WBE goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

A 1295 form is not required for Amazon, Home Depot and Office Depot because they are publicly traded.

This project will serve ALL COUNCIL DISTRICTS.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the participating departments' Operating Funds to support the approval of the above recommendation and award of the contract. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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Expedited