

Mayor and Council Communication

DATE: 06/27/23

M&C FILE NUMBER: M&C 23-0577

LOG NAME: 13PAMEND FY2023 JANITORIAL SUPPLIES CH CITY

SUBJECT

(ALL) Amend Mayor and Council Communication 22-0552 to Authorize the Execution of a Contract with Empire Paper Company for Janitorial Supplies Using The Interlocal Purchasing System Contract 230103 for All City Departments

RECOMMENDATION:

It is recommended that the City Council amend Mayor and Council Communication 22-0552 to authorize the execution of a contract with Empire Paper Company for janitorial supplies using The Interlocal Purchasing System Contract 230103 for all City Departments.

DISCUSSION:

On August 9, 2022, the City Council approved Mayor and Council Communication (M&C) 22-0552 authorizing agreements for janitorial supplies with various vendors for an aggregate amount up to \$1,100,000.00 per year. City departments use these agreements to purchase janitorial supplies. Empire Paper Company was included in the original award and purchases were made utilizing The Interlocal Purchasing System (TIPS) contract 200106; however, this cooperative contract expired on March 31, 2023.

The agreement authorized through this M&C will replace the previous contract that the City utilized to procure janitorial supplies through Empire Paper Company, which will now be done under TIPS Contract 230103.

Approval of this M&C does not change any of the terms or the annual spending authority previously authorized through M&C 22-0552; it only updates the TIPS contract utilized by the City to procure janitorial supplies through Empire Paper Company. A list of the awarded vendors is included below for informational purposes only.

Vendor	Cooperative Contract
Amazon Services Inc	Omnia Partners R-TC-17006
Brady Industries of Texas LLC	Omnia Partners 202329-01
Empire Paper Company	The Interlocal Purchasing System 230103
HD Supply Facilities Maintenance, Ltd	Omnia Partners 22-07
ODP Business Solutions, LLC	Omnia Partners R211302
Staples Contract and Commercial LLC	Sourcewell 012320-SCC

The maximum aggregate amount allowed under these agreements Citywide will be \$1,100,000.00; however, the actual amount used will be based on departments' needs and available budget.

The agreement's initial term with Empire Paper Company, will begin upon execution and expire on September 30, 2023, to align with the term authorized under M&C 22-0552. The agreements may be renewed for up to three additional one-year terms, as permitted by the terms of the underlying cooperative contracts.

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. TIPS has 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.

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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