

City of Fort Worth, Texas

Mayor and Council Communication

DATE: 04/22/25 M&C FILE NUMBER: M&C 25-0349

LOG NAME: 13PCOOP SW #070924-SCC OFFICE SUPPLIES JF CITY

SUBJECT

(ALL) Authorize Execution of an Agreement with Staples Contract & Commercial LLC Using Sourcewell Cooperative Contract #070924-SCC for Office Supplies in an Annual Amount Up to \$1,500,000.00 for the Initial Term and Authorize Three (3) One-Year Renewal Options for the Same Annual Amount for All City Departments

RECOMMENDATION:

It is recommended that the City Council authorize execution of an agreement with Staples Contract & Commercial LLC using Sourcewell Cooperative Contract #070924-SCC for office supplies in an annual amount up to \$1,500,000.00 for the initial term and authorize three (3) one-year renewal options for the same annual amount for all City Departments.

DISCUSSION:

This City-wide agreement will be used by various departments to purchase office supplies. Staples Contract & Commercial LLC provides writing supplies, desk organizers & accessories, ink & toner, copy paper, paper towels, safety supplies, and etc. Staples' agreement includes a large number of net-priced items on its Core Lists which facilitate price stability on essential office supplies and requires a minimum order of \$35.00. Staples delivers the supplies to each specified city location. In addition, City Departments will be able to purchase items online and at the retail stores. All City departments will use this agreement to purchase office supplies on an as-needed basis.

The annual amount allowed under this City-wide agreement will be \$1,500,000.00. However, the actual amount used will be based on the needs of the departments and available budget.

COOPERATIVE PURCHASE: 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 the purchase of items. Sourcewell Contracts have been competitively bid to increase and simplify the purchasing power of local government entities. Sourcewell published RFP #070924 Office Supply and Workplace Catalog Solutions on May 16, 2024 and May 23, 2024. The Cooperative agreement #070924-SCC was awarded to Staples Contract & Commercial LLC on February 3, 2025.

FUNDING: Funding is budgeted in the General Fund for all participating departments.

ADMINISTRATIVE CHANGE ORDERS - An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval.

TERM: The initial term of the agreement will begin upon execution and end on February 2, 2026.

RENEWAL TERMS: The agreement may be renewed up to three (3) consecutive one-year renewal options for an annual amount up to \$1,500,000.00. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

A Business Equity 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 recommendation and execution of the agreement. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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