

# Mayor and Council Communication

**DATE:** 08/04/20

**M&C FILE NUMBER:** M&C 20-0215

**LOG NAME:** 13COOP STAPLES FURNITURE SOURCEWELL AR

**SUBJECT**

Authorize Purchase Agreement with Staples Contract & Commercial, LLC in an Annual Amount Up to \$1,275,000.00, Using Sourcewell's Cooperative Contract Number 121919 for Office Furniture for All City Departments (ALL COUNCIL DISTRICTS)

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**RECOMMENDATION:**

It is recommended that the City Council authorize a Purchase Agreement with Staples Contract & Commercial, LLC, using Sourcewell Cooperative Contract No. 121919, in an annual amount up to \$1,275,000.00 for office furniture for all City departments.

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**DISCUSSION:**

City departments will use this Purchase Agreement to purchase new furniture or replace worn office furniture on an as-needed basis. The Sourcewell Cooperative Agreement with Staples Contract & Commercial, LLC will be used for the purchase of freestanding office furniture, shelving, tables, seating, desks, file cabinets and modular systems. Staff has previously contracted with Staples and are familiar with their services. The City has put in place a process in which any purchase under this contract must be approved by the City Manager's office.

COOPERATIVE PURCHASING - 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 item. The Sourcewell Cooperative Contract has been competitively bid to increase and simplify the purchasing power of government entities.

ADMINISTRATIVE CHANGE ORDER - 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 as long as sufficient funds have been appropriated.

M/WBE OFFICE- A waiver of the goal for MBE/SBE subcontracting will not be required due to this agreement being a Cooperative Purchasing Agreement. This satisfies the local government requirements.

AGREEMENT TERM – Upon City Council's approval, the Agreement will begin on April 10, 2020 and the expiration date will be set to coincide with the expiration date of the Sourcewell contract, February 18, 2024.

RENEWAL OPTIONS - The Agreement may be renewed for up to one additional one-year term, in accordance with the terms of the Sourcewell contract at the Vendor's option. This action will 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. Staff anticipates that the costs for the renewal year shall remain the same as the first four years.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current operating budgets, as appropriated, in the participating departments' Operating Funds to support 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.

**Submitted for City Manager's Office by:** Dana Burghdoff 8018

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