

# Mayor and Council Communication

**DATE:** 09/22/20

**M&C FILE NUMBER:** M&C 20-0689

**LOG NAME:** 13POFFICE SUPPLIES STAPLES CG

## **SUBJECT**

(ALL) Ratify Expenditures and Authorize Agreement with Staples Contract and Commercial LLC to Purchase Office Supplies Using Sourcewell Cooperative Contract Number 012320-SCC in an Annual Amount Up to \$1,500,000.00 per Year and Authorize Additional Four One-Year Renewal Options

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## **RECOMMENDATION:**

It is recommended that the City Council authorize an Agreement and four annual renewal options with Staples Contract & Commercial LLC under Sourcewell Cooperative Contract Number 012320-SCC to purchase office supplies at an annual cost not to exceed \$1,500,000.00 and ratify previous expenditures up to \$130,000.00 incurred by the City of Fort Worth from August 1, 2020.

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## **DISCUSSION:**

This summer, Purchasing staff began to research purchase agreements with office supply companies since the office supply contract was set to expire on July 31, 2020. After reviewing various office supply cooperative agreements, staff recommends entering into an agreement with Staples Contract & Commercial LLC (Staples) for office supplies. 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.

Staff recommends awarding a contract to Staples until July 31, 2021 with four additional one-year options to renew. The contract amount for the supplies per year would be up to \$1,500,000.00 annually. From August 2019 through July 2020, the city spent approximately \$1,000,000.00 with Staples for office supplies.

Additionally, since City departments have continued to purchase office supplies from Staples since July 31, 2020 when the previous contract expired, Purchasing Staff recommends that City Council ratify previous expenditures with Staples of up to \$130,000.00 by authorizing the above referenced agreement.

**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 purchase of the item. Sourcewell contracts have been competitively bid to increase and simplify the purchasing power of government entities.

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

**ADMINISTRATIVE CHANGE ORDER - An administrative change order or increase may be made by the City Manager for an amount up to \$100,000.00 and does not require specific City Council approval as long as sufficient funds have been appropriated.**

**AGREEMENT TERM - Upon City Council's approval, this Agreement shall become effective and expire on July 31, 2021 in accordance with the terms of the Sourcewell contract.**

**RENEWAL OPTIONS:** The agreement may be renewed for additional terms according to the cooperative agreement at the City's options to renew. 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.

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## **FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current operating budget, as appropriated, of the participating departments and that prior to an expenditure being made, the department has the responsibility to validate the availability of funds.

**Originating Business Unit Head:** Reginald Zeno 8517

**Additional Information Contact:** Cynthia Garcia 8525