



CITY COUNCIL COMMUNICATION
November 13, 2012

SUBJECT: Extension of Annual Contract for Office Supplies
SUBMITTED BY: Vicki Rodriguez, Finance Director
REFERENCE NO: National Intergovernmental Purchasing Alliance

ACTION REQUESTED:

Consider authorizing City Manager to execute a contract extension with Office Depot for an additional one (1) year period for the purchase of office supplies through the National Intergovernmental Purchasing Alliance Company (National IPA).

ALTERNATIVES:

- Re-bid through City Purchasing Department
- Do not approve

SUMMARY OF SUBJECT:

National IPA is a cooperative purchasing organization, established through a collaborative effort of public agencies across the United States with the specific purpose of reducing procurement costs by leveraging group volume.

National IPA aggregates purchasing volume of participating agencies in order to receive larger volume discounts from suppliers. All master agreements are publicly solicited, awarded, and held by a *Principal Procurement Agency*. The lead public agency for this contract is the State of Florida. National IPA serves as a government cooperative purchasing organization for agencies nationwide. The City Council approved membership in National IPA on December 8, 2009.

The contractor, Office Depot, will provide office supplies for a period of one (1) year with an option to renew annually for an additional three (3) years subject to the approval of both parties.

This is a unit price contract and actual annual expenditure will be determined by actual quantities ordered.

It is recommended that the contract for office supplies with Office Depot be awarded for the second contract extension period.

FINANCIAL CONSIDERATIONS:

Expenditure Accounts: #61-01 and Various Department Accounts

Budgeted Fiscal Year(s):

Estimated Expenditure: \$91,000

Over/Under Projection By:

SUPPORTING DOCUMENTS:

APPROVED BY:

_____ **LG** _____

City Manager's Office

_____ **KS** _____

City Secretary's Office