



CITY COUNCIL COMMUNICATION

November 12, 2013

SUBJECT: Award of Annual Contract for Office Supplies
SUBMITTED BY: Janina Jewell, Director of Finance
REFERENCE NO: National Intergovernmental Purchasing Alliance

ACTION REQUESTED:

Authorize the 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:

- Do Not Approve
- Re-bid

SUMMARY OF SUBJECT:

National Intergovernmental Purchasing Alliance Company (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 period of one (1) year with an option to renew annually for an additional two (2) 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 third contract year period.

FINANCIAL CONSIDERATIONS:

Revenue Sources:

Expenditure Accounts: #61-01 and Various Department Accounts

Budgeted Fiscal Year(s):

Budgeted Expenditure:

Estimated Expenditure: \$105,000

Over/Under Projection By:

Other Comments:

SUPPORTING DOCUMENTS:

APPROVED BY:

_____ **LG** _____

City Manager's Office

_____ **KS** _____

City Secretary's Office