

Purchasing Summary

EVENT # 3649	TITLE: Office Supplies	ESTIMATED COST OF: \$750,000
TYPE OF PROCUREMENT: RFP	ANNUAL CONTRACT <input checked="" type="checkbox"/> ANNUAL MAINTENANCE AGREEMENT <input type="checkbox"/>	ONE TIME PURCHASE <input type="checkbox"/>
CONTRACT TERM (IF APPLICABLE) Expires October 7, 2021		
M/WBE (IF APPLICABLE) N/A		
MATRIX (IF APPLICABLE) N/A		
NOTES		
<p>Recommend approval to renew an annual contract for office supplies with Staples Advantage^(B) for up to \$750,000. This contract is used by City staff to procure office supplies, copy paper, office equipment, and small furniture items.</p> <p>The vendor provides competitive discounts up to 84% off list price for city purchases.</p> <p>This contract was originally procured through the RFP process which evaluates criteria in addition to cost. The contract was originally approved by Council on March 31, 2016. This is the last of four renewal options available. The City will publish a new RFP next year for office supply needs for the upcoming years.</p> <p>(B) Indicates local, non-minority owned business.</p>		