

Purchasing Summary

EVENT # 3649	TITLE: Office Supplies	COST: \$500,000.00
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TYPE OF PROCUREMENT: RFP	ANNUAL CONTRACT <input checked="" type="checkbox"/> ANNUAL MAINTENANCE AGREEMENT <input type="checkbox"/>	ONE TIME PURCHASE <input type="checkbox"/>
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CONTRACT TERM (IF APPLICABLE) March 15, 2018 through March 14, 2019

M/WBE (IF APPLICABLE) N/A

MATRIX (IF APPLICABLE)								
Proposer	Qualifications and Experience (25 points)	User Friendly Website (25 points)	References (5 points)	Discounted Pricing Rebates (20 points)	Local Vendor Participation (5 points)	Fees (20 points)	Total (100 points)	
Staples Advantage	25	24.8	4.85	20	5	18.86	98.51	
VIP Office	16	19	4.42	12	0	20	71.42	
Office Services	12.8	17.8	3.71	8	5	17.78	65.09	

NOTES

Recommend approval to renew an annual contract for office supplies with Staples Advantage in an amount not to exceed \$500,000.00. This contract is used by City staff to procure office supplies, copy paper, office equipment, and small furniture items.

The method used for this procurement was the request for proposal, which evaluates criteria in addition to cost. Proposals were received and evaluated on the basis of qualifications and experience, including distribution capability, a user friendly website, discount pricing and rebates, references, local presence, and fees. Proposals were received from three vendors. All three vendors made presentations to a selection committee comprised of bureau representatives. Additionally, a review of a sample supply list of the most frequently ordered items was made. Each vendor's proposed discount pricing and rebates were evaluated by the Finance Department.

The Staples Advantage supply list indicates discount pricing for each item on the list. Discounts are offered for office supplies at 67%, paper at 78-84.54%, small furniture at 55%, technology at 40%, OEM ink and toner at 38%, remanufactured ink and toner at 55%, Staples brand products at 70%, and miscellaneous items at 40%. Additionally, they offer a \$6.00 credit applied to every order placed over \$200.00.

Proposals were originally received on January 5, 2016. The contract was originally approved in Council on March 31, 2016. This is the second of three renewal options available. Delivery: As needed. Terms: Net 30 Days. The proposers were:

B.P.	Staples Advantage (Savannah, GA) ^(B)	\$153,694.87*
	VIP Office (Hinesville, GA) ^(F)	\$144,963.76*
	Office Services (Savannah, GA) ^(B)	\$163,051.24*

A pre-proposal conference was not held as this is an annual contract renewal. (B) Indicates local, non-minority owned business. (F) Indicates non-local, woman-owned business. (*) Indicates pricing on frequently ordered items.

Local Available: Yes

MWBE Available: Yes

Total Sent: 57

MWBE Sent: 13

Total Received: 3

MWBE Received: 1

Vendor federally disbarred or suspended? No