

ACTION FORM BRYAN CITY COUNCIL

DATE OF COUNCIL MEETING: September 8, 2015		DATE SUBMITTED: August 27, 2015	
DEPARTMENT OF ORIGIN: Fiscal Services/Purchasing		SUBMITTED BY: Joe Hegwood	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:	STRATEGIC INITIATIVE:
<input type="checkbox"/> BCD	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1ST READING	<input type="checkbox"/> PUBLIC SAFETY
<input type="checkbox"/> SPECIAL	<input checked="" type="checkbox"/> CONSENT	<input type="checkbox"/> 2ND READING	<input checked="" type="checkbox"/> SERVICE
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> STATUTORY		<input type="checkbox"/> ECONOMIC DEVELOP.
<input type="checkbox"/> WORKSHOP	<input type="checkbox"/> REGULAR		<input type="checkbox"/> INFRASTRUCTURE
			<input type="checkbox"/> QUALITY OF LIFE
<p>AGENDA ITEM DESCRIPTION: Consider approval of a blanket purchase order (BPO) to Office Max for the purchase of office supplies and related equipment/services by all City departments through an interlocal cooperative purchasing agreement with the Brazos Valley Council of Governments - Purchasing Solutions Alliance Cooperative (PSA), in the not to exceed amount of \$55,000.00 for Fiscal Year 2016.</p>			
<p>SUMMARY STATEMENT: The Purchasing Department requests City Council approval of a blanket purchase order (BPO) to Office Max for the purchase of office supplies and related equipment/services by all City departments through an inter-local cooperative purchasing agreement with the Brazos Valley Council of Governments - Purchasing Solutions Alliance Cooperative (PSA) in the not-to-exceed amount of \$55,000.00 for Fiscal Year 2016.</p> <p>The annual estimated total expenditure for office supplies for all City Departments is \$100,000.00. Because the Office Max portion of that total is over \$50,000, it requires City Council approval. The other vendors supplying office supplies are as follows:</p> <ul style="list-style-type: none"> • Wilton's Office Works (AHI) – through an inter-local agreement with Education Service Center, Region 20 (\$10,000.00) • Staples and Perry Office Plus – through Buy Board Purchasing Cooperative (Staples at \$10,000.00 and Perry Office Plus at \$25,000.00) <p>Each vendor is set up with a blanket purchase order (BPO), so funds are not encumbered until purchases are made. The City's current contract terms run from October 1, 2014, thru September 30, 2015.</p>			
<p>STAFF ANALYSIS AND RECOMMENDATION: Staff recommends approving the blanket purchase order (BPO) to Office Max. Volume discounts established by the cooperative contracts in place expedite the procurement process and yields better prices. City departments have the opportunity to find a larger variety of supplies at discounted prices with four (4) vendors providing competitively bid contract pricing. A blanket purchase order allows City departments to purchase items on an "as needed" basis. City funds are not committed until an actual purchase/receipt is made. One of the four (4) selected vendors, Wilton's Office Works, is a local vendor whose tax revenues enhance the City of Bryan's economy. Additionally, Wilton's is a HUB Vendor. The result of the purchase of office supplies and related equipment/services constitutes an expenditure of public funds.</p> <p>The Purchasing Department recommends approving a blanket purchase orders (BPO) to Office Max for the procurement of office supplies and related equipment services by all City departments in the not-to-exceed amount of \$55,000.00 for Fiscal Year 2016 as a cost savings measure for all City departments.</p>			

OPTIONS (In Suggested Order of Staff Preference):

1. Approve the blanket purchase order (BPO) to Office Max for the purchase of office supplies and related equipment/services by all City departments through an inter-local cooperative purchasing agreement with BVCOG - Purchasing Solutions Alliance Cooperative (PSA) in the not-to-exceed amount of \$55,000.00 for Fiscal Year 2016.
2. Do not approve the blanket purchase order (BPO) to Office Max for the purchase of office supplies and related equipment/services by all City departments through an inter-local cooperative purchasing agreement with BVCOG - Purchasing Solutions Alliance Cooperative (PSA) in the not-to-exceed amount of \$55,000.00 for Fiscal Year 2016 and require staff to bid out the annual supply expenditure.

ATTACHMENTS: Evidence of Cooperative Contracts

FUNDING SOURCE: Funds are budgeted and available in various departmental operating budgets and various funds (in the FY16 proposed budget).

APPROVALS: Hugh R. Walker, 08/27/2015

APPROVED FOR SUBMITTAL: CITY MANAGER Kean Register, 8/27/2015

APPROVED FOR SUBMITTAL: CITY ATTORNEY

Revised 05/2013