

**Meeting Date (?)** 09/13/2016

**Subject Matter\* (?)** Consider approval of a blanket purchase order (BPO) to Office Max for the purchase of office supplies  
This must match rolling agenda entry

**Department of Origin\*** FINANCE

**Submitted By\*** Joe Hegwood

**Type of Meeting\***  BCD  Special  Regular

**Classification\***  Public Hearing  Consent  Statutory  Regular

**Ordinance\***  None  First Read  Second Read  First & Only Read

**Strategic Initiative\***  Public Safety  Service  
 Economic Development  Infrastructure  
 Quality of Life

**Agenda Item Description\*** Consider approval of a blanket purchase order (BPO) to OfficeMax 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 (PSA), in the amount not to exceed \$70,000.00 for Fiscal Year 2017. In addition to the Office Max BPO, other office supplies are purchased from the following:  
  
Wiltons Office Works (AHI)  
Staples  
Perry Office Plus

**Summary Statement\*** The annual estimated total expenditure for office supplies for all City Departments is \$105,000.00. In addition to the OfficeMax BPO the other office supply vendors under \$50,000 are as follows:  
  
\*Wilton's Office Works (AHI)-PACE Purchasing Coop \$10,000.00  
\*Staples-BuyBoard Purchasing Cooperative \$10,000.00  
\*Perry Office Plus-BuyBoard Purchasing Cooperative \$15,000.00  
  
Prior year Office Max expenditures:  
  
FY2014-\$65,862.43  
FY2015-\$69,472.36  
FY2016-\$49,487.29 (to date)

**Staff Analysis & Recommendation\*** Staff recommends approving the blanket purchase order (BPO) to OfficeMax. Volume discounts established by the cooperative contracts in place expedite the procurement process and yields better rates. 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 (AHI), is a local vendor whose tax revenues enhance the City of Bryan economy.

**Options\***

(In Suggested Order of Staff Preference)

OPTIONS (In Suggested Order of Staff Preference):

1. Approve the blanket purchase order (BPO) to OfficeMax for the purchase of office supplies and related equipment/services by all City departments through an inter-local cooperative purchasing agreement with BVGOG-Purchasing Solutions Alliance (PSA) in the not-to-exceed amount of \$70,000.00 for Fiscal Year 2017

2. Do not approve the blanket purchase order (BPO) to OfficeMax 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 (PSA) in the not-to-exceed amount of \$70,000.00 for Fiscal Year 2017 and require staff to bid out the annual supply expenditure.

**Funding Source\***

Funds are budgeted and available in various departmental budgets and various funds (FY2017 Proposed Budget)

**Attachments**

Cooperative Contracts.pdf

1007.47KB

Please detail attachments and note attachments available for viewing in City Secretary's Office:

1. Cooperative vendor information (in one pdf) for Perry Office Plus, Office Max, Staples, and Wilson's Office Works (AHI)

**Dept. Head Signature**



JOE HEGWOOD

**Deputy City Manager Signature**



Hugh R. Walker

**City Manager Signature**



**City Attorney Signature**



Janis K. Hampton