

ACTION FORM BRYAN CITY COUNCIL

DATE OF COUNCIL MEETING: August 27, 2013		DATE SUBMITTED: August 5, 2013	
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
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 inter-local cooperative purchasing agreement with BVCOG [Purchasing Solutions Alliance Cooperative (PSA)], in the not-to-exceed amount of \$70,000.00 for Fiscal Year 2014.			
SUMMARY STATEMENT: The Purchasing Department respectfully requests City Council approval authorizing an annual estimated total expenditure of \$70,000.00 for City-wide purchases of office supplies with Office Max. Upon City Council approval, the City will have: \$70,000.00 allotted to: <ul style="list-style-type: none"> • Office Max – through an inter-local agreement with BVCOG (Purchasing Solutions Alliance Cooperative – Contract No. 13-100, May 19, 2013-May 18, 2015, w/three 1yr extensions available) For Information: An additional \$30,000.00 will be divided among three (3) other suppliers (\$30,000.00 is within the City Manager’s spending authority): <ul style="list-style-type: none"> • Wilton’s Office Works – through an inter-local agreement with Education Service Center, Region 20 (PACE Cooperative, Jan.1 thru Dec. 31, 2013) (\$5,000.00) • Staples and Perry Office Plus – through Buy Board Purchasing Cooperative (Nov. 1, 2012 thru Oct. 31, 2015) (Staples \$23,000 and Perry Office Plus \$2,000.00) 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, 2012 thru September 30, 2013. As the cooperative contracts renew or change, the City receives updated copies. If the contract expires or there is non-renewal, City staff will pursue available options.			
STAFF ANALYSIS AND RECOMMENDATION: The Purchasing Department recommends approving a blanket purchase order (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 \$70,000.00 for Fiscal Year 2014 as a cost savings measure for all City departments. The approval of this BPO should result in cost savings to the City. 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 cooperatives providing competitively bid vendors. 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 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 purchase of office supplies and related equipment/services constitutes an expenditure of public funds.			

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 \$70,000.00 for Fiscal Year 2014.
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 \$70,000.00 for Fiscal Year 2013 and require staff to bid out the annual supply expenditure.

ATTACHMENTS: none

FUNDING SOURCE: Funds are budgeted and available in various departmental operating budgets and various funds.

APPROVALS: Hugh R. Walker, 08/13/2013

APPROVED FOR SUBMITTAL: CITY MANAGER Kean Register, 08-08-2013

APPROVED FOR SUBMITTAL: CITY ATTORNEY Janis K. Hampton, 08-19-2013

Revised 04/2013