



Legislation Details (With Text)

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On agenda: 4/14/2025 **Final action:** 4/14/2025
Title: Citywide Office Supplies

Attachments:

Date	Ver.	Action By	Action	Result
4/14/2025	1	City Council Business Meeting	Approve	Pass

Citywide Office Supplies

Action:

- A. Approve the purchase of office supplies from a cooperative contract,**
- B. Approve a unit price contract with American Office Products Distributors, Inc. for the purchase of office supplies for a term of three years under OMNIA Partners contract #158057, and**
- C. Authorize the City Manager to extend the contract for additional terms as long as the cooperative contract is in effect, at prices and terms that are the same or more favorable than those offered under the cooperative contact.**

Staff Resource(s):

Phil Reiger, General Services
Shelia Anderson, General Services

Explanation

- This contract will cover a range of office supplies, including paper, toner, binders, pens, filing supplies, and storage products.
- NC General Statute Section 143-129(e)(3) allows local governments to purchase from formally organized cooperative purchasing contracts.
- A cooperative purchasing agreement results from the consolidation and competitive solicitation of multiple public agency requirements. By aggregating common needs, all agencies are able to leverage economies of scale, such as volume discounts, improved terms and conditions, reduced administrative costs, and access to professional and technical expertise.
- American Office Products Distributors, Inc. (AOPD) utilized a network of independent dealers for distribution of office products and supplies. Form & Supply, Inc. dba FSI Office is the local distributor for AOPD for the Charlotte area. FSI is a HUB certified, WBE supplier and is locally based.
- Annual expenditures are estimated to be \$700,000.

Charlotte Business INclusion

Cooperative purchasing contracts leverage contracts established by other governmental agencies and do not involve the city conducting a bidding process and are thus exempt from CBI Program goals. Subcontracting opportunities are typically not feasible under cooperative purchasing arrangements.

Fiscal Note

Funding: Varies Departments Operating Budgets