

## Legislation Text

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File #: 15-12241, Version: 1

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### Citywide Office Supplies

#### Action:

- A. Approve a unit price contract to the lowest responsive bidder Staples Contract & Commercial LLC for the purchase of office supplies for an initial term of three years, and**
- B. Authorize the City Manager to renew the contract for up to two, one-year terms with possible price adjustments and to amend the contract consistent with the purpose for which the contract was approved.**

#### **Staff Resource(s):**

Phil Reiger, General Services  
Kay Elmore, General Services

#### **Explanation**

- This contract will provide numerous office supplies including, but not limited to, consumables (e.g. pens, labels, index cards), cleaning supplies, folders, binders and accessories, paper products, copy paper, toner, IT peripherals (e.g. keyboards, privacy screens), equipment, furniture, and other miscellaneous supplies.
- On April 3, 2019, the city issued an Invitation to Bid on behalf of the Charlotte Cooperative Purchasing Alliance; three bids were received.
- Staples Contract & Commercial LLC was selected as the lowest responsive, responsible bidder.
- Total annual expenditures are estimated to be \$1,000,000.

#### **Charlotte Business INclusion**

Established MWSBE Goal: 10.00%

Committed MWSBE Goal: 10.30%

Staples Contract & Commercial LLC exceeded the established MWSBE goal, and has committed 10.30% (\$103,000) of the total office supplies contract to the following certified firms (Part B: Section 2 of the Charlotte Business INclusion Policy):

- Delivery & Distribution Solutions, LLC (MBE) - \$63,000 annually, \$315,000 contract term
- S&B Computer and Office Products (MBE) - \$40,000 annually, \$200,000 contract term

#### **Fiscal Note**

Funding: Various Departments' Operating Budgets