



Legislation Details (With Text)

File #: 2020-115 **Version:** 1 **Name:**

Type: Consent **Status:** Agenda Ready

File created: 2/20/2020 **In control:** City Council

On agenda: 3/4/2020 **Final action:**

Title: CONSIDER APPROVING A COOPERATIVE PURCHASING AGREEMENT WITH STAPLES ADVANTAGE FOR OFFICE EQUIPMENT, WORKPLACE-RELATED SUPPLIES AND JANITORIAL PRODUCTS IN AN AMOUNT NOT TO EXCEED \$200,000.00 (CITY COUNCIL)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Exhibit 1 NJPA Contract Acceptance Award, 2. Exhibit 2 NJPA RFP #010615, 3. Exhibit 3 Sourcewell letter of agreement to extend contract

Date	Ver.	Action By	Action	Result
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Report to Mayor and City Council

Wednesday, March 04, 2020

Consent

SUBJECT:

CONSIDER APPROVING A COOPERATIVE PURCHASING AGREEMENT WITH STAPLES ADVANTAGE FOR OFFICE EQUIPMENT, WORKPLACE-RELATED SUPPLIES AND JANITORIAL PRODUCTS IN AN AMOUNT NOT TO EXCEED \$200,000.00 (CITY COUNCIL)

I. SUMMARY

The City of Carson has been utilizing a term purchase order contract with Staples Advantage for the purchase of office equipment and janitorial supplies, since February 2002. The current term purchase order with Staples Advantage (Staples) will expire on June 30, 2020. Staff is recommending the award of a new purchase contract to Staples Advantage for this fiscal year, pursuant to the cooperative agreement between Staples and Sourcewell. The total contract amount is for the entirety of the fiscal year; however, since the cost of this purchase contract exceeds the City Manager's authority, the City Council is requested to approve the award for this fiscal year. Around July 1, 2020, staff will return for approval of additional fiscal years, either upon renewal of the Cooperative Agreement by Sourcewell or with another cooperative agreement.

II. RECOMMENDATION

TAKE the following action:

1. WAIVE the formal bidding procedures as defined by the Carson Municipal Code, Section 2610, as allowed by Section 2611 (g).
2. AUTHORIZE the City of Carson to utilize a Cooperative Purchasing Agency, Sourcewell, formerly National Joint Power Alliance (NJPA) as allowed by Section 2611 (g) and issue a purchase orders no greater than the amount of \$200,000.
3. APPROVE the award of purchase contract for office supplies to Staples Advantage for one year beginning July 1, 2019 through June 30, 2020, for an amount not to exceed \$200,000.00 per Fiscal Year.

III. ALTERNATIVES

TAKE any other action the City Council deems appropriate.

IV. BACKGROUND

Since February 2002, Staples Advantage has been the City of Carson's primary office equipment vendor and janitorial supply vendor through will call and online ordering via Stapleslink. This link allows departmental staff to place orders directly through the Internet for expedited delivery. This process has proven to be quick, convenient, and cost effective. This contract awarded by Sourcewell was based on a nationally leveraged and competitively solicited purchasing contract with the Lodi, California Unified School District, through RFP #010615, dated January 7, 2015. The RFP had an initial expiration date of August 1, 2019, and the agreement has been extended to August 1, 2020. Since the City's PO's expire on June 30, the recommendation is to only approve the contract until that date, not August 1.

A 100-item sampling of the City's most commonly used products was provided by Staples to compare today's pricing alongside the proposed contract pricing. Several products showed a reduced cost while others remained the same. There was no increased cost on any of the sampled item.

Awarding the office supply contract to Staples Advantage under the new Sourcewell contract pricing would continue to provide a seamless and transparent transition to City staff. The City would further save money by not incurring the additional costs associated with the bid process, transition and training, system conversion or down time, and would continue to allow convenient access to the Staples store located within the City of Carson, including contract pricing for will call purchases. The City Council should note that the amount recommended by staff is a reflection of anticipated use by all City departmental staff, but may fluctuate, depending on actual consumption of office and janitorial supplies.

V. FISCAL IMPACT

There is no fiscal impact as the funds requested for the use of this cooperative agreement are included in the 2019-2020 Fiscal Year budget.

VI. EXHIBITS

1. NJPA Contract Acceptance Award (pg 4)
2. NJPA RFP #010615 cover page (pg 6)
3. Sourcewell letter of agreement to extend contract (pg 7)

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