



**CITY OF PLANO
COUNCIL AGENDA ITEM**

CITY SECRETARY'S USE ONLY					
<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Statutory					
Council Meeting Date:		December 13, 2010			
Department:		Purchasing			
Department Head		Mike Ryan			
Agenda Coordinator (include phone #): Heather Parkerson x7554					
CAPTION					
To approve the purchase of Print Services in the estimated annual amount of \$50,000 from Office Depot through an existing contract/agreement with The Cooperative Purchasing Network (TCPN) and authorizing the City Manager to execute all necessary documents. (TCPN Contract Number R5023)					
FINANCIAL SUMMARY					
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP					
FISCAL YEAR:	2010-11 & 2011-12; Annual Contract with Renewals	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget		0	0	0	0
Encumbered/Expended Amount		0	0	0	0
This Item		0	0	0	0
BALANCE		0	0	0	0
FUND(S):					
COMMENTS:					
Approval of this item will extend the City's print services relationship with Office Depot. The estimated annual amount of \$50,000, based on previous years expenditures for printing services through Office Depot, will be spent from budgeted funds across various departments within the City of Plano.					
STRATEGIC PLAN GOAL: Contracting out for printing services relates to the City's goal of a Financially Strong City with Service Excellence.					
SUMMARY OF ITEM					
Staff recommends approval of a purchase for Print Services from Office Depot in the estimated annual amount of \$50,000 conditioned upon timely execution of any necessary contract documents. The City is authorized to purchase from the State Contract list pursuant to Section 271 Subchapter D of the Local Government Code and by doing so satisfies any State Law requiring Local governments to seek competitive sealed bids for items. (TCPN Contract Number R5023)					
List of Supporting Documents: Memorandum			Other Departments, Boards, Commissions or Agencies		



Memorandum

Date: November 17, 2010
To: Purchasing Department
From: Dana Conklin, Director of Public Information
Subject: Printing Services Recommendation

The current contract with Office Depot for printing services under the US Communities option expires on December 31, 2010.

In order to provide employees with an established fixed price list for services, staff recommends we continue our print services relationship with Office Depot through the cooperative purchase agreement available through The Cooperative Purchasing Network (TCPN).

This will continue to provide staff with a pricing agreement for print services but will not prohibit the use of other print services should they be found to be more cost-effective on a per order basis.