



**CITY OF PLANO  
COUNCIL AGENDA ITEM**

<b>CITY SECRETARY'S USE ONLY</b>					
<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory					
Council Meeting Date:		3/28/11			
Department:		Purchasing			
Department Head		Diane Palmer-Boeck			
Agenda Coordinator (include phone #): <b>Glenna Hayes x 7539</b>					
<b>CAPTION</b>					
To approve the purchase of office supplies for City departments in the estimated annual amount of \$240,000 from Office Depot Inc. through an existing contract with The Cooperative Purchasing Network (TCPN), and authorizing the City Manager to execute all necessary documents. (TCPN #R5023)					
<b>FINANCIAL SUMMARY</b>					
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP					
FISCAL YEAR:	<b>2010-11; 2011-12; 2012-13; 2013-14; and 2014-15</b>	<b>Prior Year (CIP Only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Budget		0	0	0	0
Encumbered/Expended Amount		0	0	0	0
This Item		0	0	0	0
<b>BALANCE</b>		0	0	0	0
<b>FUND(S):    VARIOUS FUNDS</b>					
<p><b>COMMENTS:</b> Approval of this item will extend the City's ability to purchase office supplies with Office Depot Inc. The estimated annual amount of \$240,000, based on previous years expenditures for office supplies through Office Depot Inc., will be spent from budgeted funds across various departments within the City of Plano.</p> <p><b>STRATEGIC PLAN GOAL:</b> Providing office supplies for various departments relates to the City's goal of a Financially Strong City with Service Excellence.</p>					
<b>SUMMARY OF ITEM</b>					
Staff recommends the purchase of office supplies from Office Depot Inc. in the estimated annual amount of \$240,000 through an existing contract with The Cooperative Purchasing Network (TCPN #R5023 ). This purchase is made pursuant to Chapter 271, Section 271.102 of the Local Government Code that allows local governments to participate in a cooperative purchasing program. (City of Plano contract # 2011-10-1).					
List of Supporting Documents:			Other Departments, Boards, Commissions or Agencies		
Memo					



# Memo

To: Diane Palmer-Boeck, Chief Purchasing Officer  
From: Glenna Hayes, Contract Specialist  
Date: March 16, 2011  
Re: Office Supply Recommendation

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Award recommendation: Office Depot Inc. through TCPN contract # R5023 for Office Supplies.

Process: A review of available cooperative options was conducted. Four (4) major office supply companies representing four (4) cooperative contracts were contacted with a request for information and pricing. The information requested covered a variety of issues:

- Request for contract and award documents; contract term
- Lead agency name and bid documents
- Pricing structures; who approves increases; how are increases processed
- Rebate programs
- Warehousing and delivery programs
- E-Commerce/Web site ordering
- Retail purchases

Co-operative Contract

TCPN R5023 (The Cooperative Purchasing Network)  
TCPN R5023  
NJPA 031210-SCC (National Joint Powers Alliance)  
US Communities  
National IPA (National Intergovernmental Purchasing Alliance)

Vendor

Office Depot  
Office Max  
Staples  
Independent Stationers  
Office Depot

Information was reviewed and compared against the current Office Depot TCPN contract (utilizing item and pricing history for 3100 line items for the 12 month period).

Upon final review, it is my recommendation that it is in the best interest of the City to continue utilizing Office Depot under the terms of the TCPN contract for the following reasons:

- Pricing is comparative, and considered fair and reasonable.
- On-line ordering is convenient and continuity is maintained for the end users
- Delivery remains uninterrupted
- A/P processing of invoices is fluid
- Contract allows for in-store purchases at the same contract price or better