

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: CHUCK MCBRIDE, CHIEF FINANCIAL OFFICER, FINANCE
DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT
SUBJECT: APPROVAL OF GENERAL SERVICES AGREEMENT WITH
STAPLES CONTRACT & COMMERCIAL LLC FOR OFFICE
SUPPLIES

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance Department, that the Council, by resolution, approve the General Services Agreement with Staples Contract & Commercial LLC, Newark, California, for office supplies under the terms of the National Joint Powers Alliance in an amount not to exceed \$530,000.

EXECUTIVE SUMMARY

This contract provides for the purchase of office supplies to all departments in the City of Santa Rosa.

BACKGROUND

The City is currently under contract with Staples Contract & Commercial, Inc. under the terms of National Joint Powers Alliance (NJPA), for office supplies. Staples Contract & Commercial, Inc. has changed their entity status to Staples Contract & Commercial LLC.

All departments within the City of Santa Rosa utilize the office supplies contract. City departments have designated employees to place office supply orders via the internet or customer service call center on a weekly basis. The contractor assists the City departments in monitoring office supply orders to provide alternative and recycled office product solutions to conserve City funds and comply with the City's Environmentally Preferable Purchasing Policy. In addition to the wide range of office supply products supplied under the contract, the contractor provides desktop delivery, timely order return processing, on-line order capability and electronic billing.

PRIOR CITY COUNCIL REVIEW

Not Applicable

ANALYSIS

The NJPA contract term runs through August 1, 2020. On May 3, 2018, the company changed their entity status from Incorporated to a Limited Liability Company. A new contract approval is required for the remaining period of the cooperative agreement. There are no changes in pricing under the contract.

Services provided by Staples Contract & Commercial, Inc., under the current contract continue to be satisfactory, and the relationship with the City's staff is strong.

FISCAL IMPACT

Funds for this expense are included in the current Fiscal Year (FY) and will be included in the proposed budget for FY 2019-20 as a normal operating expense when presented to the City Council.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment or a foreseeable indirect physical change in the environment pursuant to CEQA guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable

ATTACHMENTS

- Resolution/Exhibit A – General Services Agreement with Staples Contract & Commercial LLC

CONTACT

COOP AWARD
OFFICE SUPPLIES
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