



COOPERATIVE PURCHASE CONTRACT – OFFICE SUPPLIES

City Council Meeting
September 1, 2020

Interim Chief Financial Officer, Finance Department

Alan Alton

CURRENT

- The City was previously under contract with Staples Contract & Commercial, Inc. under the terms of Sourcewell Contract #012320-SCC for office supplies.
- The contract expired August 1, 2020.

PROPOSED

- Approve issuance of a blanket purchase order under the terms of the Sourcewell Contract #012320-CC and related Participating Agreement for office supplies to Staples Contract & Commercial LLC, Farmingham, Massachusetts, in the total amount not to exceed \$1,600,000.

BENEFIT

- Services provided by Staples Contract & Commercial, Inc., under the previous contract were satisfactory.

RECOMMENDATION

It is recommended by the Finance Department, that the Council, by resolution, approve the City's utilization of cooperative purchasing through Sourcewell Contract #012320-SCC for the purchase of office supplies from Staples Contract & Commercial, LLC, Framingham, Massachusetts, by approving: 1) issuance of a blanket purchase order in a total amount not to exceed \$1,600,000 for a term of one year, renewable annually for a total period not to extend beyond April 6, 2024; and 2) the related Sourcewell Participating Agreement with Staples Contract & Commercial, LLC under the Sourcewell Supplies Program.

QUESTIONS?