

RESOLUTION NO. RES-2025-062

RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA APPROVING
ISSUANCE OF A BLANKET PURCHASE ORDER FOR OFFICE SUPPLIES WITH
STAPLES CONTRACT & COMMERCIAL LLC UNDER THE TERMS OF THE
SOURCEWELL COOPERATIVE AGREEMENT IN A TOTAL AMOUNT NOT TO EXCEED
\$1,000,000

WHEREAS, the City of Santa Rosa has a need for office supplies; and

WHEREAS, the cooperative agreement between Sourcewell and Staples Contract & Commercial LLC (Staples) is a competitively awarded contract for office supplies which allows local agencies to utilize the contracted rates; and

WHEREAS, Sourcewell Cooperative Contract #070924-SCC is a cooperative purchase agreement between Sourcewell and Staples (Purchase Agreement) and the City became a Member to this cooperative purchase agreement on June 25, 2020; and

WHEREAS, all departments within the City of Santa Rosa utilize the office supplies Purchase Agreement and City departments currently have designated employees to place office supply orders via the internet or customer service call center on a weekly basis; and

WHEREAS, Staples assists 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; and

WHEREAS, Staples offers a wide range of office supply products and provides a variety of services such as desktop delivery, timely order return processing, on-line order capability and electronic billing; and

WHEREAS, the Finance Department staff requests Council approval of the issuance of a blanket purchase order (BPO) for office supplies in a total amount not to exceed \$1,000,000 for a term of four (4) years, with the option to extend for three (3) additional one-year terms, with Staples Contract & Commercial LLC, Framingham, Massachusetts.

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NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Santa Rosa, by resolution, approves the issuance of a BPO for the purchase of office supplies utilizing the Sourcewell Cooperative Agreement #070924-SCC with Staples Contract & Commercial LLC, Farmingham, Massachusetts, for a four (4) year term with option to extend up to three (3) additional one-year terms, in the total amount not to exceed \$1,000,000.

IN COUNCIL DULY PASSED this 15th day of April, 2025.

AYES: (5) Mayor Stapp, Council Members Bañuelos, Fleming, MacDonald, Rogers

ABSENT: (2) Vice Mayor Alvarez, Council Member Okrepkie

ABSTAIN: (0)

RECUSE: (0)

ATTEST: _____ APPROVED: _____
City Clerk Mayor

APPROVED AS TO FORM: _____
City Attorney

Exhibit A – Sourcewell Cooperative Contract #070924-SCC