

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: ALAN ALTON, INTERIM CHIEF FINANCIAL OFFICER, FINANCE  
DEPARTMENT  
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE  
DEPARTMENT  
AUTHOR, AMY CARTER, BUYER, FINANCE  
SUBJECT: APPROVAL OF A BLANKET PURCHASE ORDER AND RELATED  
PARTICIPATING AGREEMENT FOR OFFICE SUPPLIES UNDER  
SOURCEWELL COOPERATIVE CONTRACT

AGENDA ACTION: RESOLUTION

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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.

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EXECUTIVE SUMMARY

In order to procure office supplies from Staples Contract & Commercial, LLC as a cooperative purchase under the Sourcewell Supplies Program (Sourcewell Contract #012320-SCC), the Finance Department is requesting approval: (1) to issue a blanket purchase order for the purchase of office supplies with Staples Contract & Commercial LLC 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) for the City Manager to execute the related Sourcewell Participating Agreement with Staples Contract & Commercial, LLC for use of the Sourcewell Supplies Program in a form approved by the City Attorney. The City of Santa Rosa is a member and authorized to utilize Sourcewell's cooperative agreements under registration #79480.

## COOPERATIVE PURCHASE CONTRACT OFFICE SUPPLIES

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### BACKGROUND

The City has previously entered into a City-standard General Services Agreement with Staples Contract & Commercial LLC through a Sourcewell solicitation for office supplies. Sourcewell was formerly National Joint Powers Alliance/NJPA.

All departments within the City of Santa Rosa utilize the office supplies contract. City departments currently 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 a variety of services such as desktop delivery, timely order return processing, on-line order capability and electronic billing. The current contract expired August 1, 2020.

### PRIOR CITY COUNCIL REVIEW

Not applicable.

### ANALYSIS

The Finance Department requests that the Council authorize utilization of cooperative purchasing under Sourcewell's Contract #012320-SCC with Staples Contract & Commercial LLC for the purchase of office supplies by all City departments. The Sourcewell Contract is effective for use by public agencies, including the City, on August 1, 2020 and expires April 6, 2024 with a one-year optional extension. The City will issue its own 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. In order to participate in the Sourcewell Supplies Program in this manner, the City must also approve and execute the related Sourcewell Participating Agreement with Staples Contract & Commercial, LLC, in a form approved by the City Attorney.

Sourcewell cooperative purchasing is "[p]rocurement conducted by, or on behalf of, one or more Public Procurement Units" as defined by the American Bar Association Model Procurement Code for State and Local Governments.

Sourcewell, formerly National Joint Powers Alliance/NJPA, was created by state law as a service cooperative to provide programs and services to members in education and government. Sourcewell was established with the statutory purpose to assist members in meeting specific needs which are more efficiently delivered cooperatively than by an entity individually. Sourcewell serves over 50,000 member agencies nationally. All contracts are subject to periodic business reviews throughout the term of the contract to ensure compliance.

## COOPERATIVE PURCHASE CONTRACT OFFICE SUPPLIES

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All Sourcewell employees are government employees. Sourcewell is governed by an eight-member board made up of local elected officials including county commissioners, city council members, mayors, and school board members.

Sourcewell is authorized to establish competitively awarded cooperative purchasing contracts on behalf of itself and its member agencies. Staff has reviewed the process Sourcewell used to select Staples here and determined it was competitive. Sourcewell exclusive contracts are offered to its members with one nationally leveraged volume purchasing discounts that agencies may not obtained through a single competitive process. Agency members obtain volume discount pricing, and additional cost savings by eliminating the need for conducting its own in-house competitive process.

These cooperative purchases are available for use by the City of Santa Rosa, and are allowed by City Code Section 3.08-160 when advantageous to the City. Staff retains sufficient documentation as to the advantage of the cooperative purchase and this cooperative purchase is advantageous to the City because it is the result of a national solicitation that offers discounts on a vast amount of standardly purchased office supplies.

### FISCAL IMPACT

Funds for this expense are included as a routine citywide expense in the current fiscal year budget.

### ENVIRONMENTAL IMPACT

The Council finds that the proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA) under section 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and that no further environmental review is required.

### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

### NOTIFICATION

Not applicable.

### ATTACHMENTS

- Resolution / Exhibit A – Sourcewell Participating Agreement between the City and Staples Contract and Commercial, LLC

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