

RESOLUTION NO. RES-2020-147

RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA APPROVING A BLANKET PURCHASE ORDER FOR OFFICE SUPPLIES WITH STAPLES CONTRACT & COMMERCIAL LLC UNDER THE TERMS OF THE SOURCEWELL COOPERATIVE AGREEMENTS IN A TOTAL NOT TO EXCEED \$1,600,000.00; AND THE SOURCEWELL PARTICIPATING AGREEMENT BETWEEN THE CITY AND STAPLES CONTRACT & COMMERCIAL LLC FOR THE SOURCEWELL SUPPLIES PROGRAM

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

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

WHEREAS, Finance Department staff requests Council approval of the 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, with Staples Contract & Commercial LLC, Framingham, Massachusetts, for office supplies.

WHEREAS, 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.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Santa Rosa approves the issuance of a blanket purchase order with Staples Contract & Commercial LLC, for citywide purchase of office supplies utilizing cooperative purchasing through the Sourcewell Contract #012320-SCC, in the 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.

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BE IT FURTHER RESOLVED that the Council approves a Sourcewell Participating Agreement between the City and Staples Contract & Commercial LLC for the Sourcewell Supplies Program, attached as Exhibit A to the resolution and incorporated herein by reference, subject to approval as to form by the City Attorney, and authorizes the City Manager, or designee, to execute the Sourcewell Participating Agreement.

IN COUNCIL DULY PASSED this 1st day of September, 2020.

AYES: (7) Mayor Schwedhelm, Vice Mayor Fleming, Council Members Dowd, Olivares, Rogers, Sawyer, Tibbetts

NOES: (0)

ABSENT: (0)

ABSTAIN: (0)

ATTEST: _____ APPROVED: _____
City Clerk Mayor

APPROVED AS TO FORM:

City Attorney

Exhibit A – Sourcewell Participating Agreement between the City and Staples Contract and Commercial LLC