



AGENDA MEMORANDUM

Action Item for the City Council Meeting December 7, 2021

DATE: December 7, 2021
TO: Peter Zanoni, City Manager
FROM: Josh Chronley, Assistant Director of Finance-Procurement
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Supply Agreement for Office Supplies City-Wide

CAPTION:

Motion authorizing a one-year supply agreement with two one-year options to extend, with Gateway Printing and Office Supply, Inc., of Corpus Christi, Texas, for office supplies for City-Wide departments, to be purchased through the Buyboard Cooperative for a total not to exceed \$1,000,000 with a total potential multi-year amount of \$3,000,000, of which \$916,667 is funded in FY 2022 from multiple funds.

SUMMARY:

This motion authorizes a one-year supply agreement with Gateway Printing and Office Supply, Inc. for the purchase of office supplies for City-Wide departments.

BACKGROUND AND FINDINGS:

Gateway Printing and Office Supply, Inc. will provide not only the commodities, but the service, transportation/freight, material tracking and delivery competences necessary to provide the City with next-day delivery. This supply agreement will service approximately 50 physical locations for the City of Corpus Christi with their office supplies requirement.

PROCUREMENT DETAIL:

The Buyboard Cooperative has been competitively procured in compliance with Texas local and state procurement requirements. A discount of 25% - 86% off catalog pricing is offered to the City utilizing the cooperative for office supplies.

ALTERNATIVES:

The alternative would be for the departments to purchase office supplies through the open market and pay a higher price and not have delivery within one working day.

FISCAL IMPACT:

The initial contract is for an amount not to exceed \$1,000,000 of which \$916,667 is funding in FY 2022 from multiple funds. The total estimated contract value will be \$3,000,000 if all option years are executed.

FUNDING DETAIL:

Fund: Various Funds
Organization/Activity:
Mission Element:
Project # **(CIP Only)**:
Account:

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Supply Agreement