



## AGENDA MEMORANDUM

Action Item for the City Council Meeting October 15, 2019

**DATE:** October 15, 2019

**TO:** Peter Zaroni, City Manager

**FROM:** Kim Baker, Director of Contracts and Procurement  
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### Paper Goods and Janitorial Supplies

#### **CAPTION:**

Motion authorizing a three-year supply agreement with Gulf Coast Paper Co., of Corpus Christi, Texas, for the purchase of paper goods and janitorial supplies for the City Warehouse as a central distribution for City departments, for a total amount not to exceed \$750,000.00, effective upon issuance of notice to proceed, with first-year estimated in the amount of \$250,000.00 with funding available through the Stores Fund.

#### **SUMMARY:**

This motion authorizes a contract with Gulf Coast Paper Co., of Corpus Christi, Texas to provide paper goods and janitorial supplies for a total amount not to exceed \$750,000.00. These goods are necessary to providing a clean and safe work environment for City employees and visitors to City facilities.

#### **BACKGROUND AND FINDINGS:**

The City Warehouse purchases and stocks paper goods and janitorial supplies to enable City departments to clean lunch areas, common areas, offices and stock restrooms with hand soap, paper towels and tissue thereby providing a clean and safe work environment for employees and visitors.

The procurement is through the BuyBoard Cooperative. Contracts awarded through the BuyBoard Cooperative have been competitively procured and are in compliance with Texas Local and State procurement requirements.

**ALTERNATIVES:**

An alternative to accepting this bid would be to require all departments to purchase the paper goods and janitorial supplies on an as needed basis, which would not be as productive. In addition, a long-term agreement allows for a better economy of scale.

**FISCAL IMPACT:**

The fiscal impact for Contracts and Procurement is an estimated \$250,000.00 as a Cost of Goods Sold for FY2019-20. The using departments will be charged at cost as the merchandise is ordered from the warehouse. The remaining estimated \$500,000.00 will be budgeted in future years through the annual budget process.

**FUNDING DETAIL:**

Fund:	5010 Stores
Organization/Activity:	40000 Warehouse Stores
Mission Element:	185 Centralized Purchasing System
Project # (CIP Only):	N/A
Account:	520210 Cost of Goods Sold

**RECOMMENDATION:**

Staff recommends approval of this motion authorizing a three-year supply agreement with Gulf Coast Paper Co. for paper goods and janitorial supplies as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Price Sheet  
Supply Agreement