



AGENDA MEMORANDUM

Future Item for the City Council Meeting of April 09, 2013
Action Item for the City Council Meeting of April 23, 2013

DATE: April 09, 2013

TO: Ronald L. Olson, City Manager

FROM: Michael Barrera, Assistant Director of Financial Services
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Office Supplies

CAPTION:

Motion approving a supply agreement with Gateway Printing and Office Supply, Inc., Corpus Christi, TX for office supplies, equipment and furniture, based on lowest local bid, in accordance with Bid Invitation No. BI-0245-12, for an estimated annual expenditure of \$549,737.29, of which \$137,434.32 is required for the remainder of FY 2012-2013. The term of the agreement will be for one year with an option to extend for up to four additional one-year periods subject to the approval of the supplier and the City Manager or designee. Funds have been budgeted by using departments in FY 2012-2013.

PURPOSE:

This competitive procurement continues consolidation of the City's office supplies, equipment & furniture into one centralized supply agreement. The supplier will provide not only the commodities, but, the service, transportation/freight, material tracking and delivery competencies necessary to provide the City with next-day delivery.

BACKGROUND AND FINDINGS:

The current office supplies supply agreement has expired and has no extensions remaining, thus, necessitating this procurement.

ALTERNATIVES:

Not Applicable.

OTHER CONSIDERATIONS:

The recommended award is based on Section 26 of the Council Policies of the City of Corpus Christi Code of Ordinances. The ordinance provides for local preference when the local bidder is within 3% of a non-local bidder.

CONFORMITY TO CITY POLICY:

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Non-emergency.

DEPARTMENTAL CLEARANCES:

Financial Services

FINANCIAL IMPACT:

x Operating

☐ Revenue

☐ Capital

☐ Not applicable

Fiscal Year: 2012-2013	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget		\$1,108,203.24	\$412,302.97	\$1,520,506.21
Encumbered / Expended Amount		\$863,704.82	\$0	\$863,704.82
This item		\$137,434.32	\$412,302.97	\$549,737.29
BALANCE		\$107,064.10	\$0	\$107,064.10

Fund(s): All Funds

Comments:

The \$137,434.32 financial impact shown above represents three months of expenditures that will be encumbered through the end of this fiscal year. The remaining \$412,302.97, for the last nine months of the contract, will be requested for next fiscal year during the normal budget process.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation