



## **AGENDA MEMORANDUM**

Future Item for the City Council Meeting of October 24, 2017  
Action Item for the City Council Meeting of October 31, 2017

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**DATE:** October 24, 2017

**TO:** Margie C. Rose, City Manager

**FROM:** Kim Baker, Assistant Director of Financial Services-Purchasing Division  
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**Supply Agreement for Office Supplies City-Wide for a Two-year Not to Exceed Amount of \$1,626,800.74, with Two Additional One-year Options and a Total Potential Multi-Year Amount of \$3,253,601.48**

### **CAPTION:**

Motion authorizing City Manager, or designee, to execute an agreement with Gateway Printing and Office Supply, Inc., Corpus Christi, TX for office supplies in response to Request for Bid No. 1257 based on the lowest responsive, responsible bid for a total amount not to exceed \$1,626,800.74 of which \$745,617.01 is funded in FY2017-18 from multiple funds. The term of the agreement is for two years with an option to extend for up to two additional one-year periods, subject to the sole discretion of the City, with a total potential multi-year amount of \$3,253,601.48.

### **PURPOSE:**

To approve a supply agreement with Gateway Printing and Office Supply, Inc., to provide office supplies citywide.

### **BACKGROUND AND FINDINGS:**

This competitive procurement continues the consolidation of the City's office supplies into one centralized supply agreement. The supplier 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 serve approximately 50 physical locations for the City of Corpus Christi with their office supplies requirement.

The Purchasing Division conducted a competitive Request for Bid process to obtain bids for a new contract. The City received three responsive, responsible bid, and two no bid

and is recommending the award to the lowest responsive, responsible bidder, Gateway Printing & Office Supply, Inc. Gateway Printing & Office Supply, Inc. is offering a Rebate Program to the City of Corpus Christi of 2% for office supply contract purchases. The rebate check will go into the General Fund.

**ALTERNATIVES:**

Not applicable.

**OTHER CONSIDERATIONS:**

Not applicable.

**CONFORMITY TO CITY POLICY:**

These purchases conform to the City's purchasing policies and procedures and State statutes regulating procurement.

**EMERGENCY / NON-EMERGENCY:**

Non-emergency.

**DEPARTMENTAL CLEARANCES:**

Various

**FINANCIAL IMPACT:**

☒ Operating      ☐ Revenue      ☐ Capital      ☐ Not applicable

<b>Fiscal Year: 2017-2018</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$813,400.37	\$2,507,984.47	\$3,321,384.84
Encumbered / Expended Amount	\$0.00	\$0.00	\$0.00
This item	\$745,617.01	\$2,507,984.47	\$3,253,601.48
BALANCE	\$67,783.36	\$0.00	\$67,783.36

Fund(s): General Fund

**Comments:** The initial contract is for an amount not to exceed \$1,626,800.74, of which \$745,617.01 is funded in FY2017-18. The total estimated contract value will be \$3,253,601.48 if all option years are executed.

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Supply Agreement  
Bid Tabulation