



Legislation Text

File #: 16-0915, **Version:** 1

Chief Administrative Office, Procurement and Contracts Division recommending the Board:

- 1) Award Request for Proposal 17-615-002 for the purchase of Office supplies, Paper, and OEM ink and toner cartridges to Sierra Office Supply and Printing of Sacramento, California;
- 2) Authorize the Purchasing Agent to issue a blanket purchase order in the amount of \$1,500,000 for a three (3) year term, with two (2) one (1) year options to extend;
- 3) Authorize the Purchasing Agent to increase the blanket purchase order on an "as needed" basis so long as funding is available within the requesting departments' budgets; and
- 4) Authorize the Purchasing Agent to extend the blanket purchase order through the two (2) one (1) year extensions if deemed to be in the best interest of the County to do so.

FUNDING: General Fund and Non-General Fund Departmental Budgets.

DEPARTMENT RECOMMENDATION

Chief Administrative Office, Procurement and Contracts Division recommending the Board:

- 1) Award Request for Proposal (RFP) #17-615-002 for the purchase of Office supplies, Paper, and OEM ink and toner cartridges to Sierra Office Supply and Printing of Sacramento, California;
- 2) Authorize the Purchasing Agent to issue a blanket purchase order in the amount of \$1,500,000 for a three (3) year term, with two (2) one (1) year options to extend;
- 3) Authorize the Purchasing Agent to increase the blanket purchase order on an "as needed" basis so long as funding is available within the requesting departments' budgets; and
- 4) Authorize the Purchasing Agent to extend the blanket purchase order through the two (2) one (1) year extensions if deemed to be in the best interest of the County to do so.

DISCUSSION / BACKGROUND

The Procurement and Contracts Division issued RFP #17-615-002 for the purchase of Office Supplies, Paper, and OEM Toner. Proposals were received from four (4) responsible vendors, including one (1) local vendor: Sierra Office Supply and Printing, Staples, Burketts, and Office Depot/Office Max.

Proposals were evaluated by a team comprised of representatives from the Chief Administrative Office, including the Procurement and Contracts Division, Community Development Agency, and Clerk of the Board. Evaluation criteria included proposal content and presentation, quality and ease of on-line web-based ordering, experience including qualifications and references, compliance with administrative requirements such as the ability to take credit card payments, and price. The price proposal included pricing for an established list of the most frequently-purchased items along with estimated quantities, as well as pricing methodology for additional purchases not listed on the quotation schedule.

The evaluation team is recommending award to local vendor Sierra Office Supply & Printing, as they were the respondent most able to meet the requirements established for on-line ordering. Sierra

Office Supply has had a successful business relationship with the County previously and currently, with Office Supplies and other commodity contracts. They are able to hold prices firm in accordance with the requirements set forth in the RFP, as well as offer a prompt payment discount of 2% for payments made within thirty one (31) days. The pricing offered by Sierra is slightly lower than their current contract with the County for Office Supplies.

Action to be taken following Board approval: The Purchasing Agent will issue a blanket purchase order to Sierra Office Supply & Printing, and the Procurement and Contracts staff will work with the vendor to begin implementation of a new contract.

ALTERNATIVES

Without the ability to purchase office supplies, OEM ink & toner cartridges and copy paper, County staff's ability to do their jobs would be significantly impacted.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION

Procurement and Contracts is a Division of the Chief Administrative Office, and the Office concurs with staff's recommendation.

FINANCIAL IMPACT

There is no change to Net County Cost. Sufficient appropriations exist within departments' current and future fiscal years recommended/adopted budget. Since future County office supply needs cannot be predicted, the estimated annual spend is \$500,000, based on historical purchases for the past five years.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

CONTACT

Mollie Purcell, Ext 5106

Eric van Leeuwen, Ext 5834