



City of Broken Arrow

Legislation Details (With Text)

File #: 17-2134 **Name:**
Type: Consent Item **Status:** Passed
File created: 4/25/2017 **In control:** Broken Arrow City Council
On agenda: 5/2/2017 **Final action:** 5/2/2017
Title: Approval of and authorization to execute Renewal Agreement No. 3 with Admiral Express to provide office supplies on a city wide basis

Sponsors:

Indexes:

Code sections:

Attachments: 1. 14.163 Office Supplies Admiral Express Renewal 3

Date	Ver.	Action By	Action	Result
5/2/2017	1	Broken Arrow City Council	approved	Pass

Broken Arrow City Council

Meeting of: 05-02-2017

To: Mayor and City Council
From: General Services Department
Title:

**Approval of and authorization to execute Renewal Agreement No. 3
with Admiral Express to provide office supplies on a city wide basis**

Background:

In order to get better pricing through volume, control over funds spent on office supplies and to control the types of office supplies ordered, it is advantageous to secure city wide purchasing with a single office supply company. This gives Departments control over pricing and standardization of office supplies used.

Bids are based on a standard core list of commonly used office supplies. It does not replace the normal bidding and quoting process for single items costing over \$2,500.00, nor does it lock the City into using the selected office supply company for items. Funds for office supplies are budgeted by each Department.

Bids were solicited for this service in 2014 from ten office supply companies. The low bid was awarded to Admiral Express in July of 2014. The bid provided for an annual contract with up to four optional renewal periods. No price increase is requested and service and supplies under the current contract has been good. This is the third contract renewal since bidding and staff recommends renewing the contract for an additional year.

Cost: \$ 120,000.00 annually (based on past spending)

Prepared By: Lee Zirk, General Services Director

Reviewed By: Police Department
Fire Department
Engineering Department
Development Services Department

**Human Resources Department
Parks Department
Finance Department
Assistant City Manager - Operations
Assistant City Manager - Administration
Legal Department**

Approved By: Michael Spurgeon, City Manager

Attachments: Renewal Agreement # 3

Recommendation: Approve Renewal Agreement No. 3 with Admiral Express for office supplies and authorize its execution.