



City of Broken Arrow

Legislation Details (With Text)

File #:	18-612	Name:	
Type:	Consent Item	Status:	Passed
File created:	5/22/2018	In control:	Broken Arrow City Council
On agenda:	6/4/2018	Final action:	6/4/2018
Title:	Approval of and authorization to execute a Renewal Agreement No. 4 with Admiral Express to provide office supplies on a city wide basis		
Sponsors:			
Indexes:			
Code sections:			
Attachments:	1. Renewal Agreement No. #4		

Date	Ver.	Action By	Action	Result
6/4/2018	1	Broken Arrow City Council	approved	Pass

Broken Arrow City Council Meeting of: 06-04-2018

Title:

Approval of and authorization to execute a Renewal Agreement No. 4 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. Admiral Express has provided excellent service and staff recommends renewing the contract for an additional year.

This is the fourth and last renewal since bidding. Bids for City wide office supplies will be sought again next year.

Cost: \$ 110,000.00 annually (based on past spending)

Funding Source: Various departmental operational accounts

Requested By: Lee Zirk, General Services Director

Approved By: Michael L. Spurgeon, City Manager

Attachments: Renewal Agreement No. # 4

Recommendation:

To approve the Renewal Agreement No. 4 from Admiral Express and authorize its execution