



City of Broken Arrow

Request for Action

File #: 17-2134, Version: 1

**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

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Attachments: **Renewal Agreement # 3**

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