



# City of Broken Arrow

## Request for Action

---

**File #: 18-612, Version: 1**

---

**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