



City of Broken Arrow

Request for Action

File #: 19-730, Version: 1

**Broken Arrow City Council
Meeting of: 06-17-2019**

Title:

Award the most advantageous bid to Admiral Express for the purchase of office supplies on a City wide basis

Background:

In order to get better pricing through volume, provide 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.

The current bid with Admiral Express to provide office supplies expires June 30, 2019. Renewable periods under this agreement have been exhausted and new bid proposals have been sought for this service.

Bids were solicited from ten office supply companies. Three bids were received. The Administrative Support Group, with representatives from each department, has evaluated the bids based on a list of commonly used office supplies and recommends the low bid from Admiral Express. Admiral Express was previously awarded this bid and has done a good job in supplying and delivering required office supplies for all the Departments. The contract is for a term of one year with the option to renew annually for up four additional years based on available funding. Admiral Express does not require a signed agreement.

The award of this bid 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.

Cost: \$0

Funding Source: Various department operational accounts

Requested By: Lee Zirk, General Services Director

Approved By: City Manager Office

Attachments: 19.166 Office supply bid tab

Recommendation:

Award the most advantageous bid to Admiral Express for the purchase of office supplies on a City wide basis.