

City of Hesperia

STAFF REPORT



DATE: March 21, 2017

TO: Mayor and Council Members
Chair and Commission, Hesperia Housing Authority
Chair and Commission, Community Development Commission
Chair and Board Members, Hesperia Fire Protection District
Chair and Board Members, Hesperia Water District

FROM: Nils Bentsen, City Manager

BY: Brian D. Johnson, Assistant City Manager/Director of Management Services
Anne Duke, Deputy Finance Director
Keith Cheong, Financial Analyst

SUBJECT: Award of Agreement for City-wide Office Supplies

RECOMMENDED ACTION

It is recommended that the City Council authorize the City Manager to execute an agreement with Reliable Workplace Solutions in an amount not to exceed \$125,000 for City-wide general office supplies for the remainder of Fiscal Year 2016-17, and Fiscal Year 2017-18.

BACKGROUND

FY 2016-17 is the third year of a three-year agreement for City-wide office supplies. In February 2017, the City was informed that the current contracted office supplies vendor would no longer be able to comply with the agreement by honoring the contracted item pricing.

Currently, office supplies are ordered by individual departments on an as-needed basis, where assigned staff have the ability to place their general office supply orders online for direct delivery to the requesting department. Desktop ordering through the City-wide office supply agreement allows staff to operate more efficiently by reducing extensive time spent obtaining individual bids for each office supply order. All office supply orders are expensed to the respective department's purchase order and related City-wide general office supply agreement, which is administered by the City's purchasing staff.

ISSUES/ANALYSIS

On February 16, 2017, Finance-Purchasing staff issued a formal bid, on behalf of the City for general office supplies. The City published a notice inviting bids in the newspaper, posted the solicitation on the City's website, and notified forty (40) vendors from the City's registered bidders list. On March 6, 2017, the City held a public bid opening where the City received one (1) bid from Reliable Workplace Solutions, which was deemed to be a responsible, responsive bidder.

The items identified in the bid document are items that are commonly used by City staff. As there may be a need for additional office supply items in the future, which were not specifically identified in the bid, the agreement will include a provision that will allow the City the option to purchase additional office supply items, based upon the needs of the City.

FISCAL IMPACT

The remaining budgeted funding from the agreement with the previous contracted vendor will be utilized to provide funding for this requested agreement. Sufficient funding will be included in the various departments/divisions/programs of the City in the proposed Fiscal Year 2017-18 budget.

ALTERNATIVE(S)

Provide alternative direction to staff.

ATTACHMENT(S)

1. Bid Comparison