

 <p style="text-align: center;"><b>Council Communication</b> Office of the City Manager</p>	<b>Date:</b> June 14, 2010
	<b>Agenda Item No.</b> 51C <b>Roll Call No.</b> [Roll Call] <b>Communication No.</b> <u>10-357</u> <b>Submitted by:</b> Allen McKinley, <b>Finance Director</b>

**AGENDA HEADING:**

Approving the purchase of office supplies.

**SYNOPSIS:**

Recommend approval to purchase office supplies utilizing existing State of Iowa Department of Administrative Services contract with Office Max, 75 Remittance Drive, Chicago, IL 60675-2698, Sam Duncan, Chairman and CEO. The contract will be used by all departments.

**FISCAL IMPACT:**

Amount: \$175,000 annually

Funding Source: Departmental general office supply accounts

**ADDITIONAL INFORMATION:**

The Iowa Biotechnology Association (IBA) Purchasing Consortium, consisting of the State of Iowa and its agencies, the Board of Regents institutions, including the University of Iowa and Iowa State University, and the Iowa Department of Transportation, solicited bids competitively and awarded State of Iowa Contract 3804-10 to Office Max, 75 Remittance Drive, Chicago, IL 60675-2698, Sam Duncan, Chairman and CEO. Combined annual volume of the Office Max contract is estimated at \$10,000,000 and therefore constitutes prices more competitive than the City of Des Moines could obtain through its own bid process for an estimated annual value of \$175,000.

**PREVIOUS COUNCIL ACTION(S):**

Date: July 24, 2006

Roll Call Number: 06-1479

Action: Approved recommendation to award office supplies contract to Office Max after competitive solicitations rendered them low bid among five (5) responses. At the time, Office Max held the current State of Iowa agreement and imposed state contract prices into their bid response, ultimately making them low bidder.

**BOARD/COMMISSION ACTION(S): NONE**

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**

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