

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date: July 11, 2016
	Agenda Item No. 38B Roll Call No. <u>16-1140</u> Communication No. <u>16-384</u> Submitted by: Dan Ritter, Finance Director

AGENDA HEADING:

Approving the purchase of office supplies.

SYNOPSIS:

Recommend the purchase of office supplies utilizing State of Iowa contract with Office Depot. The State contract was in effect March 1, 2016, and can potentially be approved for a total of seven (7) years.

FISCAL IMPACT:

Amount: \$175,000 annual expenditure

Funding Source: Department general office supply budgets.

ADDITIONAL INFORMATION:

The University of Iowa, representing Iowa Board of Regents institutions, solicited bids competitively and the State of Iowa Department of Administrative Services issued Contract 16229 to Office Depot.

PREVIOUS COUNCIL ACTION(S):

Date: June 14, 2010

Roll Call Number: [10-935](#)

Action: [Office](#) Max (Sam Duncan, Chairman and CEO) to furnish office supplies per State of Iowa Contract for use by City Departments during fiscal year 2011, estimated annual cost \$175,000. ([Council Communication No. 10-357](#)) Moved by Hensley to adopt; refer to the City Manager to review previous contract pricing. Motion Carried 7-0.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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