



Roll Call Number

Agenda Item Number

460

Date July 24, 2006

WHEREAS, the Department of Finance, Purchasing Division was requested to secure an annual contract with two (2) additional one year renewal options to furnish office supplies for use by City Departments; and

WHEREAS, the Purchasing Division solicited bids by advertisement and mailing Invitation to Bid V06-130 to five (5) potential bidders with five (5) bids received; and

WHEREAS, bidders were asked to make proposals against a core list of office supplies representing approximately 1200 high use items, or 75% of the overall purchases, and also provide discounts for all other items by category; and

WHEREAS, the overall low dollar compliant bid for high use items was received from Office Max, 3097 285th Street, Stuart, IA 50250, (which maintains two retail stores within the corporate City limits) at a total cost of \$90,471.74; and

WHEREAS, funding is available from departments general office supply account 531010, for an annual estimated cost of \$160,000.00; and

WHEREAS, the Procurement Administrator recommends approval of the overall low dollar compliant bid;

NOW THEREFORE BE IT RESOLVED, that the Des Moines City Council hereby accepts and approves the award to Office Max, and further authorizes the procurement Administrator to enter into an annual agreement renewable for two (2) additional twelve (12) month periods.

Moved by _____ to adopt

Approved as to form:

Ann DiDonato
Ann DiDonato
Assistant City Attorney

(Council Communication No. 06-452)

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE				
COLEMAN				
KIERNAN				
HENSLEY				
MAHAFFEY				
BROOKS				
VLASSIS				
TOTAL				

MOTION CARRIED

APPROVED

Mayor

CERTIFICATE

I, DIANE RAUH, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

City Clerk

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CITY OF DES MOINES - DEPARTMENT OF FINANCE - PURCHASING DIVISION

Office Supplies		City of Des Moines	Bid No. V06-130	
Date Opened: 06/30/06		Opened by: mv	Req. # -	
Bidder Address City Terms FOB: Delivery:	OfficeMax 3097 285th Street Stuart, IA 50250	Office Depot 2200 Old Germantown Road Delray Beach, FL 33445	Storey Kenworthy 1333 Ohio Street Des Moines, IA 50314	Corporate Express 2861 104th Street Urbandale, IA 50322
				Staples 4927 Grand Avenue Des Moines, IA 50312
\$90,471.74		\$93,585.89	\$97,190.20	\$114,623.46
Total for High Use Items				\$119,991.75