



Roll Call Number

Agenda Item Number

38 D

Date July 25, 2016

WHEREAS, the Department of Finance, Procurement Division was requested to secure a provider to furnish office supplies for use by City Departments during fiscal year 2017; and

WHEREAS, the University of Iowa, representing the Iowa Board of Regents institutions, solicited bids competitively and the State of Iowa Department of Administrative Services issued Contract 16229 to Office Depot Inc., 6600 North Military Trail, Boca Raton, FL 33496-2434, Chris McEntee, Regional Vice President; and

WHEREAS, Municipal Code section 2-726 (c) provides for the procurement of goods and/or services from contracts established by the State of Iowa General Services or Department of Transportation, pursuant to procedures established by Iowa Code Chapter 8A and rules and regulations promulgated thereunder, without conforming to the competitive bidding requirements of the Procurement Division; and

WHEREAS, funding is available from various departmental office supply accounts for an annual estimated cost of \$175,000; and

WHEREAS, the Procurement Administrator recommends approval to use the State of Iowa Contract with Office Depot, including any renewal options offered by the State of Iowa.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Des Moines, Iowa, that the purchase of office supplies during the fiscal year 2017 from Office Depot Inc., at a total estimated annual cost of \$175,000, is hereby accepted and approved.

BE IT FURTHER RESOLVED that the Procurement Administrator is authorized to issue purchase orders against the State of Iowa Contract with Office Depot Inc. for the 2017 fiscal year, and that it is in the best interests of the City to authorize such procurement for the five year term of the contract beginning March 1, 2016, and its two one-year renewals if they become available.

(Council Communication No. 16-428)

Moved by _____ to adopt.

Approved as to form:
Ann DiDonato
Ann DiDonato
Assistant City Attorney

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE				
COLEMAN				
GATTO				
GRAY				
HENSLEY				
MOORE				
WESTERGAARD				
TOTAL				

MOTION CARRIED APPROVED

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.

Mayor

City Clerk