ORDINANCE No. 184312

*Extend the Price Agreement with Office Depot for office supplies for an additional 5 years for a 5-year contractual total not to exceed $6,000,000 (Ordinance; amend Contract No. 40939)

The City of Portland ordains:

Section 1. The Council finds:

1. City of Portland Code 5.33.220.D.10 authorizes the renegotiation of existing contracts with incumbent contractors when it is in the best interests of the City.

2. Office Depot was competitively awarded their current price agreement in August 2005 after receiving the highest evaluated points. They have performed well under this price agreement and have consistently offered excellent pricing.

3. A recent price comparison of the City's top 800 items purchased with 3 other office supply providers concluded that Office Depot pricing would be 20% lower than the next lowest provider. Additionally, annual rebates would result in at least another 2% savings.

4. Extension of the current Office Depot price agreement will build upon existing sustainability-related contract requirements by adding the following terms: bike delivery of orders to City customers in the downtown core using a local bike delivery company; required use of reusable totes for order deliveries; improved online catalog search capability for environmentally preferable and HUB (historically underutilized businesses) products; increased availability of environmentally preferable and HUB products; and LEED for Existing Buildings reporting requirements.

NOW, THEREFORE, the Council directs:

a. The Chief Procurement Officer is authorized to execute extension of Price Agreement #40939 with Office Depot, on behalf of the City for a not to exceed amount of $6,000,000 for the 5-year price agreement extension.

b. The Mayor and Auditor are hereby authorized to draw and deliver check(s) payable to the contractor for the price agreement and chargeable to the appropriate authorization and accounting center when demand is presented and approved by the proper authorities.

Section 2. The Council declares that an emergency exists because the materials and services described under this ordinance must be continued as quickly as possible in order to maintain current City operations. Therefore, this Ordinance shall be in full force and effect from and after its passage by Council.

Passed by the Council: DEC 1 5 2010

Mayor Sam Adams
Prepared by: Christine Moody - JVN
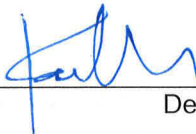Date Prepared: December 3, 2010

LaVonne Griffin-Valade
Auditor of the City of Portland
By _____
                                    Deputy

1614

Extend

Agenda No.
ORDINANCE NO. 184312
Title

*Authorize Extension of the Office Depot Price Agreement for Office Supplies for an Additional 5 years for a 5-year contractual total not to exceed $6,000,000. (Ordinance); amend Contract No. 40939)

INTRODUCED BY Commissioner/Auditor: **Mayor Sam Adams**	CLERK USE: DATE FILED DEC 1 0 2010
COMMISSIONER APPROVAL	
Mayor—Finance and Administration - Adams	LaVonne Griffin-Valade Auditor of the City of Portland
Position 1/Utilities - Fritz	
Position 2/Works - Fish	By: _____
Position 3/Affairs - Saltzman	Deputy
Position 4/Safety - Leonard	ACTION TAKEN:
BUREAU APPROVAL	
Bureau: Internal Business Services Bureau Head: Jeff Baer	
Prepared by: Jim Van Nest Date Prepared: 12/3/10	
Financial Impact Statement Completed ☒ Amends Budget ☐ Not Required ☐	
Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes ☐ No ☒	
Council Meeting Date **December 15, 2010**	
City Attorney Approval	

AGENDA
TIME CERTAIN ☐ Start time: _____
Total amount of time needed: _____ (for presentation, testimony and discussion)
CONSENT ☒
REGULAR ☐ Total amount of time needed: _____ (for presentation, testimony and discussion)

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:		
		YEAS	NAYS
1. Fritz	1. Fritz	✔	
2. Fish	2. Fish	✔	
3. Saltzman	3. Saltzman	✔	
4. Leonard	4. Leonard	✔	
Adams	Adams	✔	