

ORDINANCE No. 187428

*Authorize a participating agreement with Office Depot, Inc. for the purchase of office supplies for an annual not to exceed amount of \$1,500,000, Project No. 118557 (Ordinance)

The City of Portland ordains:

Section 1. The Council finds that:

1. The Bureau of Revenue and Financial Services, Procurement Services Division establishes and maintains the city-wide office supply agreement.
2. In August 2005, the City awarded a contract to Office Depot through a competitive Request for Proposals process and the contract is expiring December 31, 2015. The City has successfully utilized Office Depot for the past ten years and has formed a good working relationship that has focused on customer service, sustainable products and improved online tools for end users.
3. As part of an effort in meeting City objectives, Office Depot provides new "Green" office supply products every year, minimizes packaging waste by providing shipments in reusable tote containers or recycled-content paper bags, substitutes catalogue items with more sustainable products and uses a local vendor, B-Line Urban Delivery for standard delivery of orders for downtown City Offices by motorized tricycle.
4. In accordance with City Code 5.33.140 the City may participate in Cooperative Procurements without further competition, in order to establish Price Agreements for the acquisition of goods or services.
5. The State of Oregon has conducted a competitive solicitation and executed a participating addendum to Office Depot for the purchase of office supplies under the Western States Contracting Alliance - National Association of State Procurement Officials (WSCA-NASPO) cooperative. The participating addendum as executed by the state allows governmental agencies to utilize the master agreement with WSCA - NASPO.
6. As required by City Code 5.33.160, a Notice of Intent to establish a cooperative contract was issued on August 20, 2015. One response was received and resolved.
7. Awarding a participating agreement to Office Depot will allow the City to continue to purchase office supplies while avoiding disruption to over 400 end users and associated administrative costs that could result from a contractor change.
8. Office Depot, Inc. has a current City of Portland Business License Tax Account, is in full compliance with the Equal Benefits Program and their EEO certification is current. Office Depot, Inc. is not a State of Oregon certified MWESB contractor. The level of confidence in the cost estimates for this contract is High, as the City has historical information on accumulative office supply purchases.

NOW, THEREFORE, the Council directs:

- a. The Chief Procurement Officer is authorized to execute a participating agreement through the WSCA – NASPO master agreement for an annual sum of \$1,500,000 through January 4, 2017.
- b. The Chief Procurement Officer is authorized to amend the participating agreement for a not to exceed annual amount of \$1,500,000 as the State of Oregon participating addendum of the WSCA-NASPO master agreement is renewed up to January 4, 2023.

Section 2. The Council declares that an emergency exists because delay in proceeding with this participating agreement will result in a delay of use of the WSCA-NASPO master agreement as the City's contract is due to expire December 31, 2015; this ordinance shall be in full force and effect from and after its passage by the Council.

Passed by the Council:

NOV 04 2015

Commissioner Mayor Charlie Hales

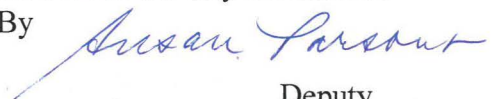
Prepared by: C. Moody

Date Prepared: October 20, 2015

Mary Hull Caballero

Auditor of the City of Portland

By



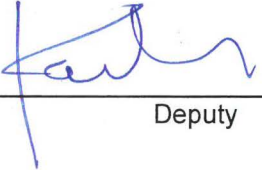
Deputy

1148 -

Agenda No.
ORDINANCE
 Title

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<p>INTRODUCED BY Commissioner/Auditor: <u>Hales</u></p>	<p>CLERK USE: DATE FILED <u>OCT 27 2015</u></p>
<p>COMMISSIONER APPROVAL</p> <p>Mayor—Finance and Administration - Hales</p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Novick</p>	<p style="text-align: center;">Mary Hull Caballero Auditor of the City of Portland</p> <p>By: <u></u> Deputy</p> <p>ACTION TAKEN:</p>
<p>BUREAU APPROVAL</p> <p>Bureau: OMF/Bureau of Revenue and Financial Services</p> <p>OMF CAO: Fred Miller <u>FLR</u></p> <p>Bureau Head: Ken Rust</p>	
<p>Prepared by: Christine Moody Date Prepared: October 20, 2015</p>	
<p>Impact Statement</p> <p>Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p>	
<p>City Auditor Office Approval: required for Code Ordinances</p>	
<p>City Attorney Approval: required for contract, code, easement, franchise, charter, Comp Plan</p>	
<p>Council Meeting Date November 4, 2015</p>	

AGENDA	FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:	
<p>TIME CERTAIN <input type="checkbox"/></p> <p>Start time: _____</p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>		YEAS	NAYS
<p>CONSENT <input type="checkbox"/></p>	1. Fritz	✓	
<p>REGULAR <input checked="" type="checkbox"/></p> <p>Total amount of time needed: 5 min (for presentation, testimony and discussion)</p>	2. Fish	✓	
	3. Saltzman	✓	
	4. Novick	✓	
	Hales	✓	