

IMPACT STATEMENT

Legislation title: *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. (Ordinance – Project #118557)

Contact name: Christine Moody

Contact phone: 503-823-5573

Presenter name: Christine Moody, Chief Procurement Officer

CM KLR

Purpose of proposed legislation and background information:

The purpose of this legislation is to authorize a participating agreement in order to provide for the on-going purchase of office supplies by City bureaus.

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. Under this authority the contracting agency must have used a source selection method substantially equivalent to those in PCC Sections 5.33.200 or 5.33.210.

Procurement Services recommends award of a participating agreement to Office Depot, Inc. under the Western States Contracting Alliance - National Association of State Procurement Officials (WSCA-NASPO) cooperative agreement as awarded by the State of Oregon through participating addendum #5737.

This legislation does not change any City policies.

No revenues will be impacted by this legislation.

Financial and budgetary impacts:

Funding for purchases will come from the approved budgets of City bureaus.

No present positions will be created, eliminated or re-classified as a result of this legislation.

Community impacts and community involvement:

The contracting community was initially involved with the solicitation was posted on the State of Oregon's ORPIN website on behalf of the Western States Contracting Alliance. Further, the goods and services contracting community, including contractors certified with the State of Oregon as minority, women and emerging small businesses became involved when this project was advertised and publically noticed on the City's Online Procurement System on August 20, 2015, as required by City Code 5.33.160.

No known persons or groups will be testifying.

No future public involvement is anticipated or necessary for this request as these goods and services will be used on an internal City system.

Budgetary Impact Worksheet**Does this action change appropriations?**☐ **YES:** Please complete the information below.☒ **NO:** Skip this section

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount