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OFFICE OF THE CITY CLERK
OAKLAND

AGENDA REPORT

2016 NOV 22 AM 10:13

TO: Sabrina B. Landreth
City Administrator

FROM: Kirsten LaCasse
Controller

SUBJECT: Give Something Back Contract
Amendment

DATE: October 24, 2016

City Administrator Approval

Date:

11/21/16

RECOMMENDATION

Staff Recommends That The City Council Adopt A Resolution Authorizing The City Administrator To Increase The Toner And Copy Paper Supply Contract With Give Something Back By A Total Of Four Hundred Thousand Dollars (\$400,000), From One Million Two Hundred Thousand Dollars (\$1,200,000) For October 1, 2014 To September 30, 2017, Up To One Million Six Hundred Thousand Dollars (\$1,600,000).

EXECUTIVE SUMMARY

In accordance with Oakland Municipal Code (OMC) 2.04.050, staff requests that the City Council adopt a resolution authorizing the City Administrator to increase the contract with Give Something Back from \$1,200,000 up to \$1,600,000. This will allow City departments to continue to obtain toner and copy paper needed for daily operations.

The contract with Give Something Back was established for \$1,200,000, based on estimated usage, for a three-year period, October 1, 2014 through September 30, 2017. As of October 10, 2016, the City has spent a total of \$1,054,311 on the Give Something Back contract, which is 88 percent of the total contract amount, and there is one (1) year remaining in the three year contract period. Approximately \$145,689 remains in the contract; however, based on spending projections, the City will exhaust the contract with Give Something Back in February 2017, even though the contract is valid through September 2017. The City should increase the contract amount by \$400,000 (up to \$1,600,000) in order to cover the remaining period of the contract, October 2016 through September 30, 2017.

BACKGROUND / LEGISLATIVE HISTORY

On November 19, 2013 the City of Oakland competitively bid out citywide office supplies, toner and copy paper (Specification No. 13-615-00-01 / Request For Quote (RFQ) No. 4917). In October 2014, City Council approved Resolution 85241 awarding contracts to the lowest responsible and responsive bidders. Give Something Back was awarded a Contract Purchase Order (CPO No. 2015007258) for \$1,200,000 for toner and copy paper. This contract covered a

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three-year period from October 1, 2014 to September 30, 2017 and was based on an estimated annual usage of \$400,000.

ANALYSIS AND POLICY ALTERNATIVES

Staff recommends that the City Council adopt the resolution authorizing the City Administrator to amend the contract with Give Something Back by \$400,000.

The City does its best to estimate the appropriate amount needed for citywide contracts based on history and other factors; however, estimation is the City's best projection at the time and actual usage may sometimes be greater than original estimations, as is the case of this contract. The original usage for the Give Something Back contract was estimated to be \$400,000 per year. As of October 10, 2016, the City has spent a total of \$1,054,311 under the Give Something Back contract, which is 88 percent of the total contract. Approximately \$145,000 remains available for departments to use under the contract. However, based on spending projections, the City will exhaust the remaining contract funds by February 2017, even though the contract is valid through September 2017. Departments will be negatively impacted without the ability to obtain and use additional paper and toner supplies to support their programs and daily operations.

With departments' current spending on toner and copy paper (the Give Something Back contract), staff projects that an additional \$400,000 is needed and that the City should increase the contract amount from \$1,200,000 up to \$1,600,000, in order to cover the remaining months of the existing contract, October 2016 through September 30, 2017.

Table 1: Give Something Back Estimated Vs. Actual Spending

Give Something Back Contract	Estimated Spending	Actual Spending*
Year 1 (2014 – 2015)	\$400,000	\$264,878
Year 2 (2015 – 2016)	\$400,000	\$642,888
Year 3 (2016 – 2017)	\$400,000	\$146,545 (Jul – Oct)
Total	\$1,200,000	\$1,054,311
Remaining Balance		\$145,689

*Based on Fiscal Year rather than contract year

Table 2: Projected Give Something Back Spending

Give Something Back Contract	Amount
Monthly Spending Jul – Oct 10, 2016 ((\$146,545 / 3.5 months)	\$41,870 / Month
Projected Costs Oct 10, 2016 – Sept 30, 2017 (11.5 Months)	\$481,505
Additional Amount Needed (Projected Cost minus Remaining Balance)	\$338,816 – rounded up to \$400,000

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FISCAL IMPACT

The total fiscal impact of amending the City's existing contract with Give Something Back will be up to \$400,000. City departments will encumber the amounts they need for these additional office supplies from their existing budgets, as needed.

PUBLIC OUTREACH / INTEREST

No additional public outreach was required further than the posting on the City's website.

COORDINATION

This report and legislation have been reviewed by the Office of the City Attorney and the Controller's Bureau.

PAST PERFORMANCE, EVALUATION AND FOLLOW-UP

The City has received general office supplies from Give Something Back for the last several years. The Controller's Bureau Purchasing Division has not received any material complaints about the goods or delivery of the items received from either of these companies.

SUSTAINABLE OPPORTUNITIES

Economic: No additional economic opportunities have been identified.

Environmental: The award of this contract has complied with The City's Environmentally Preferable Purchasing Program. These include Dioxin-free recycle content paper and paper products (e.g. file folders, binders, labels, writing pads, etc.) and recyclable/recycled printer toner cartridges.

Social Equity: No social equity opportunities have been identified.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council Adopt A Resolution Authorizing The City Administrator To Increase The Toner And Copy Paper Supply Contract With Give Something Back By A Total Of Four Hundred Thousand Dollars (\$400,000), From One Million Two Hundred Thousand Dollars (\$1,200,000) For October 1, 2014 To September 30, 2017, Up To One Million Six Hundred Thousand Dollars (\$1,600,000).

For questions regarding this report, please contact FREDERICK HALIBURTON, ACTING PURCHASING SUPERVISOR, at (510) 238-6464.

Respectfully submitted,



KIRSTEN LACASSE
Controller, Finance Department

Reviewed by:
Paige Alderete, Assistant Controller
Frederick Haliburton, Acting Purchasing
Supervisor

Prepared by:
Candice Shanks, Buyer
Controller's Bureau Purchasing Section

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OAKLAND CITY COUNCIL

City Attorney

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RESOLUTION No. _____ C.M.S.

2016 NOV 22 AM 10:11 introduced by Councilmember _____

RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO INCREASE THE TONER AND COPY PAPER SUPPLY CONTRACT WITH GIVE SOMETHING BACK BY A TOTAL OF FOUR HUNDRED THOUSAND DOLLARS (\$400,000), FROM ONE MILLION TWO HUNDRED THOUSAND DOLLARS (\$1,200,000) FOR OCTOBER 1, 2014 TO SEPTEMBER 30, 2017, UP TO ONE MILLION SIX HUNDRED THOUSAND DOLLARS (\$1,600,000).

WHEREAS, In October 2014, City Council approved Resolution 85241 awarding a contract to Give Something Back for \$1,200,000 for toner and copy paper for the period covering October 1, 2014 to September 30, 2017; and

WHEREAS, The original contract amount was based on an estimated annual spending of \$400,000, but actual annual spending has been greater than what was originally estimated; and

WHEREAS, As of October 10, 2016, the City has spent \$1,054,311, which is 88 percent of the total contract; and

WHEREAS, Based on current spending projections, the City will exhaust the contract by February 2017, even though the contract is valid through September 2017, and then has two, one-year options to extend; and

WHEREAS, Departments will be negatively impacted without the ability to obtain and use additional paper and toner supplies needed to support their programs and operations; and

WHEREAS, Based on current spending projections, staff recommend increasing the contract amount with Give Something Back by \$400,000, from \$1,200,000 up to \$1,600,000 to cover the City's needs through September 30, 2017, which is the remainder of the contract period; and

WHEREAS, Funds will be encumbered by various City departments' existing budgets, as needed; now, therefore, be it

RESOLVED, That the City Administrator is hereby authorized to increase the toner and copy paper supply contract with Give Something Back by a total of \$400,000, from \$1,200,000 up to \$1,600,000 to cover the City's needs through September 30, 2017; and be it

FURTHER RESOLVED, That funds will be encumbered by various City departments' budgets, as needed; and be it

FURTHER RESOLVED, that the amendment shall be approved for form and legality by the City Attorney and copies shall be on file in the City Clerk's Office.

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, CAMPBELL WASHINGTON, GALLO, GUILLEN, KALB, KAPLAN, REID, AND PRESIDENT GIBSON MCELHANEY

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____
LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California