

CITY OF OAKLAND

MEMORANDUM

FILED
OFFICE OF THE CITY CLERK
OF OAKLAND

Jan 3

2004 APR -7 AM 11:51

TO: Rules & Legislation Committee
ATTN: Assistant to the City Manager
FROM: Name William Noland
Phone No. 238-6325
Address/Agency/Dept Finance & Management Agency/Purchasing
DATE: April 8, 2004

SUBJECT: REQUEST TO SCHEDULE AGENDA ITEM

TITLE: Resolution awarding two contracts to the lowest responsible, responsive bidders Office Depot, Inc., for miscellaneous office supplies, and Give Something Back for recycled content, Dioxin free paper, in an amount not to exceed \$1,100,000.00 per year in accordance with Specification No. 07-615-00-01 for the two-year period of April 28, 2004 to April 27, 2006, and authorizing, without return to Council, extension of said contract one year at a time for a total of three additional years

SCHEDULING RECOMMENDATION:

- A. Committee Finance and Management
(Please specify Committee. Committees meet 2nd & 4th Tuesdays)
- City Council Redevelopment Agency
(Council/Agency meets on 1st, 3rd, and 5th Tuesdays)
- B. Meeting Date: 4/27/04

Is there a statutory, regulatory, financial or grant deadline? Specify:

Is a staff report required/requested? Yes

What is the fiscal impact on the City/Agency? None

If the ten-day (Sunshine Ordinance) agenda deadline cannot be met, please indicate reason:

- Item constitutes an "emergency" (Crippling disaster, work stoppage or other activity which severely impacts public health and/or safety)
- It was not reasonably possible to place the proposed item on the two-week agenda AND any of the following exist:
 - Item requires immediate action to avoid a substantial adverse impact if action is deferred to a subsequent special or regular meeting;
 - Item requires immediate action relating to federal or state legislation;
 - Item requires immediate action relating to eligibility for a grant or gift; OR
 - Item is ceremonial.

Explain why item could not have been placed on the 10-day agenda:

04-0286