



CITY OF OAKLAND

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OAKLAND

OCT 15 PM 3:36

AGENDA REPORT

TO: HENRY L. GARDNER
CITY ADMINISTRATOR

FROM: Osborn K. Solitei

SUBJECT: Office Supplies Contract

DATE: September 3, 2014

City Administrator
Approval

Date

10/10/14

COUNCIL DISTRICT: City-Wide

RECOMMENDATION

Staff recommends that the City Council adopt a resolution awarding a contract to Staples Advantage, a corporation, to furnish general office supplies, in an annual amount not to exceed three hundred fifty thousand dollars (\$350,000.00), and Give Something Back, a corporation, to furnish copy paper and toner cartridges, in an annual amount not to exceed four hundred thousand dollars (\$400,000.00), for the period of October 1, 2014 to September 30, 2017 for an aggregate contract amount of two million, two hundred forty-seven thousand dollars (\$2,247,000.00), in accordance with specification no. 13-615-00-01/request for quotation (RFQ) no. 4917 and the general conditions therefor on file in purchasing according to its bid filed with the city on January 27, 2014.

OUTCOME

Adoption of this resolution will allow the City to enter into a contract with Staples Advantage, for general office supplies, and Give Something Back, for copy paper and toner cartridges for a combined annual three year term amount not to exceed \$750,000.00 per year term for the period of October 1, 2014 to September 30, 2017 for an aggregate contract amount of two million, two hundred forty-seven thousand dollars (\$2,247,000.00).

BACKGROUND/LEGISLATIVE HISTORY

This contract is required to furnish General Office Supplies, Copy Paper and Toner Cartridges needed for the day-to-day operation of all City agencies and departments. The City has been doing business with Staples Advantage and Give Something Back since 2005. Staples Advantage and Give Something Back are the current vendors for Office Supplies, Copy Paper and Toner Cartridges, respectively.

Item: _____
Finance and Management Committee
October 28, 2014

ANALYSIS

Specification No. 13-615-00-1 to furnish general office supplies, copy paper and toner cartridges were sent to 19 prospective bidders: 9 non-local business enterprises and 10 local business enterprises. This opportunity was posted on the City's web page and advertised in the City's official newspaper according to OMC 2.04.050A. On January 27, 2014, the City held a pre-bid conference and meeting minutes were sent to all interested businesses.

On January 27, 2014, the City received three bids, from local businesses: Staples Advantage, Blaisdell's Business Products and Give Something Back. Based on the information provided in response to RFQ 4917, Staples Advantage was deemed the lowest responsible bidder for section 1 of the RFQ for Office Supplies; and Give Something Back was deemed the lowest responsible bidder for sections 2 and 3 of the RFQ for Copy Paper and Toner Cartridges. The estimated quantities in the specification were used for evaluation purposes only.

The specification is designed to unbundle one contract and allow for multiple awards by Section: Section 1-General Office Supplies; Section 2- Copy Paper; and, Section 3- Toner Cartridges. Multiple awards allow local and small-local businesses an opportunity to receive a portion of the larger contract. On January 27, 2014 bids were opened by the City Clerk. The specification required bidders to submit samples for quality control review. The award recommendation was postponed in order for bidders to submit samples and for the City to review and tests the quality of the items. The evaluation committee, which consisted of several employees, reviewed and tested several items. Upon review of the samples, some of the items were found to be incorrect or failed to meet the specifications due to the incorrect unit of measure, size or description. The vendors were notified of the discrepancies and were advised to review the specifications again, and resubmit the samples. Upon a second review, a variety of inconsistencies further postponed the completion of the review. Bidders were not allowed to change prices for the revised four (4) items.

PUBLIC OUTREACH/INTEREST

This requirement was posted on the City's website and advertising in the City's official newspaper. No additional public outreach was required.

COORDINATION

Purchasing consulted with the Information Technology Department, the City Administrator's Contracts and Compliance Unit, the Controller's Bureau, and City Attorney's office in preparation of this report.

Item: _____
Finance and Management Committee
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COST SUMMARY/IMPLICATIONS

1. AMOUNT OF RECOMMENDATION/COST OF PROJECT: \$750,000.00

2. COST ELEMENTS OF AGREEMENT/CONTACT:
General Office Supplies, Print Toner Cartridges, Copy Paper \$750,000.00

CONTRACT AMOUNT PER YEAR \$750,000.00
TOTAL AGREEMENT THREE YEAR TERM \$2,250,000.00

3. SOURCE OF FUNDING: Various Citywide Funding

4. FISCAL IMPACT:
Purchases from this contract will be encumbered by various City Agencies and departments, as needed.

SUSTAINABLE OPPORTUNITIES

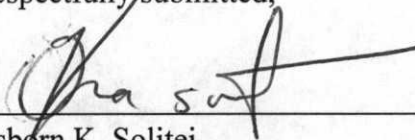
Economic: Both vendors have valid City of Oakland Business Tax Certificates. The award of this contract will yield approximately \$2,500.00 in annual business tax revenues to the City of Oakland.

Environmental: The award of this contract complies with the City's environmentally preferable purchasing program. These include Dioxin-free recycled content paper and paper products (e.g. file folders, binders, labels, writing pads, etc.) and recyclable/recycled printer toner cartridges.

Social Equity: Give Something Back has provided continuous support to Alameda County Community Food Bank and in the last four (4) years. The Alameda County Community Food Bank is the hub of a vast collection and distribution network that provides food for 240 nonprofit agencies in Alameda County. Through a network of 240 strategically placed member agencies food pantries, soup kitchens, child-care centers, senior centers, after-school programs and other community-based organizations. The Food Bank distributes enough food for 380,000 meals weekly. Give Something Back has donated \$118,319.00 to ACCFB, which benefits Oakland residents as well.

For questions regarding this report, please contact Jimmie Jackson, Purchasing Supervisor, at 510.238.7563.

Respectfully submitted,



Osborn K. Solitei
Finance Director/Controller

Prepared by:
Jimmie D. Jackson, Purchasing Supervisor

CITY OF OAKLAND
PURCHASING DIVISION
AWARD RECOMMENDATION STATEMENT



BUYER: C. SHANKS		PURCHASING/ACQUISITION/CONTRACT: Office Supplies	
COUNCIL AGENDA DATE: October 28, 2014	<u>SPECIFICATION/PROJECT NO.:</u> SPEC. NO. 13-615-00-1 RFQ NO.4917	<u>FUNDING SOURCE:</u> Various departments within the City.	<u>BID OPENING DATE:</u> January 27, 2014
	PREVIOUS LEGISLATION: RESOLUTION NO. CONTRACT PERIOD: October 1, 2014 to September 30, 2017		

PURPOSE STATEMENT: To provide the City of Oakland with General Office Supplies, Toner Cartridges and Copy Paper as requested by various departments within the City.

ITEM NO./DESCRIPTION	ACTUAL COST	ESTIMATED COST	PERCENT DIFFERENCE
Section I - General Office Supplies	350,098.62	400,000.00	14.254
Section II - Copy Paper	175,152.92	201,340.10	13.00
Section III - Toner Cartridges	224,416.87	478,262.13	53.07

COMMENTARY: The recommended vendors are Staples Advantage, a corporation, and Give Something Back, a corporation. There are no additional costs to the City for this contract.

RANGE OF BIDS RECEIVED

\$825,718.74 - \$1,136,094.27 \$825,718.74 - \$1,136,094.27

<u>VENDOR/CONTRACTOR</u> N/A	<u>REASON</u> N/A	<u>RECOMMENDATION ON REJECTIONS</u> N/A
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AWARD RECOMMENDED

VENDOR NAME/ADDRESS	DESCRIPTION	AMOUNT
Staples Advantage 11545 San Pablo Ave., El Cerrito, CA	Section I- General Office Supplies	\$349,657.13
Give Something Back 7700 Edgewater Drive #400 Oakland CA 94621	Section II - Copy Paper Section III- Toner Cartridges	\$175,152.92 \$224,416.87

SUBMITTED BY

APPROVED AND FORWARDED TO COUNCIL

DEPARTMENT HEAD

OFFICE OF THE CITY ADMINISTRATOR

BID CALL	TOTAL	LOWEST BID BY CATEGORY	
		LOCAL BUSINESS	NON-LOCAL
ASK	19	10	9
NO RESPONSE	16	7	9
BIDS RECEIVED	3	3	0
AWARDS RECOMMENDED	2	2-\$749,668.41	0

SECTION 1		Bidder Number 1		Bidder Number 2		Bidder Number 3		
Vendor		Staples Advantage		Blaisdell's Business Products		Give Something Back		
		General Office Supplies		General Office Supplies		General Office Supplies		
Location		Newark CA		Oakland CA		Oakland CA		
Telephone		415.273.5032		510.483.3600		800.261.2619		
Small local vendor		no		no		no		
Oakland vendor		yes		yes		yes		
1	GENERAL OFFICE SUPPLIES	Quantity	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
1.1	PENCILS WCDS ORIOLE#2 PRESHARP	1336	\$0.44	\$587.84	\$1.18	\$1,576.48	\$0.39	\$521.04
1.2	EXAM GLOVE VYL PFREE LG 100/BX	1284	\$2.05	\$2,632.20	\$2.78	\$3,569.52	\$4.90	\$6,291.60
1.3	TAB DIVID WRITE ON 5TAB WE	992	\$0.38	\$376.96	\$0.28	\$277.76	\$0.09	\$89.28
1.4	TAB DIVID CPR REINF 8TAB CLRD	896	\$0.28	\$250.88	\$0.52	\$465.92	\$0.41	\$367.36
1.5	SMALL BINDER CLIPS 12-CTN.	888	\$0.14	\$124.32	\$0.21	\$186.48	\$0.14	\$124.32
1.6	2013 FULL LINE CATALOG	888	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1.7	BINDER VIEW 1 BK	752	\$0.89	\$669.28	\$1.11	\$834.72	\$0.89	\$669.28
1.8	MONO CORRECTNION TAPE	720	\$0.46	\$331.20	\$1.65	\$1,188.00	\$0.89	\$640.80
1.9	DIVIDER LGL BTM TB A-Z WE	712	\$1.84	\$1,310.08	\$1.64	\$1,167.68	\$1.37	\$975.44
1.1	MARKER MARKS-A-LOT CHISEL BK	672	\$0.15	\$100.80	\$0.22	\$147.84	\$1.99	\$1,337.28
1.11	KLEENEX FACIAL TISSUE 125/BX	664	\$0.66	\$438.24	\$1.19	\$790.16	\$0.55	\$365.20
1.12	PEN BALLPINT BLK BARREL & INK	648	\$1.06	\$686.88	\$0.75	\$486.00	\$0.47	\$304.56
1.13	CLIPS BINDER LARGE 12CTN 831610	640	\$1.02	\$652.80	\$1.22	\$780.80	\$0.27	\$172.80
1.14	INSTANT COLD-PACK	568	\$0.53	\$301.04	\$1.85	\$1,050.80	\$0.87	\$494.16
1.15	CD/DVD ENVELOPE	544	\$2.14	\$1,164.16	\$1.62	\$881.28	\$0.45	\$244.80
1.16	13 AAG QN DSK CAL 22X17	504	\$1.61	\$811.44	\$3.09	\$1,557.36	\$2.75	\$1,386.00
1.17	SANDISK 8GB CRUZER USB	504	\$5.40	\$2,721.60	\$6.32	\$3,185.28	\$7.26	\$3,659.04
1.18	STAPLES BLK GEL WRIST REST	496	\$2.88	\$1,428.48	\$4.46	\$2,212.16	\$4.21	\$2,088.16
1.19	CLIP PAPER STL #1/034	488	\$0.12	\$58.56	\$0.15	\$73.20	\$0.15	\$73.20
1.2	FULL SIZE STANDARD STAPLES 1/4	472	\$0.28	\$132.16	\$0.51	\$240.72	\$0.31	\$146.32
1.21	BINDER DURABLE 1IN BLUE 27251	464	\$0.75	\$348.00	\$2.30	\$1,067.20	\$1.37	\$635.68
1.22	144CTN SMALL BINDER CLIPS	456	\$1.73	\$788.88	\$3.19	\$1,454.64	\$0.14	\$63.84
1.23	PREMIUM STAPLES CHISEL 1/4	400	\$0.28	\$112.00	\$1.62	\$648.00	\$1.35	\$540.00
1.24	FLDR HNG FILE PKT3.5EX LTR BLE	400	\$2.69	\$1,076.00	\$14.25	\$5,700.00	\$42.63	\$17,052.00
1.25	FILE HGING POCKET LTR 3.5EX AST	400	\$2.69	\$1,076.00	\$13.17	\$5,268.00	\$13.18	\$5,272.00
1.26	FILE HGING POCKET LTR 3.5EX GN	400	\$2.69	\$1,076.00	\$12.50	\$5,000.00	\$9.33	\$3,732.00
1.27	BOOK JRNL EXEC. 7.5X9.5 BE	400	\$3.03	\$1,212.00	\$5.17	\$2,068.00	\$4.31	\$1,724.00
1.28	BINDER CLEARVUE D-RING 2" WHT	392	\$2.20	\$862.40	\$2.51	\$983.92	\$2.29	\$897.68
1.29	ENV CLASP RCY 28LB 6 X 9	392	\$2.82	\$1,105.44	\$4.29	\$1,681.68	\$3.22	\$1,262.24
1.3	AVY 1X2 5/8 LSR LBL 100SH	392	\$3.57	\$1,399.44	\$5.78	\$2,265.76	\$3.33	\$1,305.36
1.31	WITE-OUT CORRECTNION TAPE	392	\$0.46	\$180.32	\$1.58	\$619.36	\$0.56	\$219.52
1.32	ADD ROLL 1RL 2.25 X 150	376	\$0.18	\$67.68	\$0.78	\$293.28	\$0.88	\$330.88
1.33	PENCIL GOLF 1494	368	\$2.88	\$1,059.84	\$3.78	\$1,391.04	\$1.29	\$474.72
1.34	ROUNDSTIC GRIP BP MED BLACK 12	360	\$0.82	\$295.20	\$1.58	\$568.80	\$0.47	\$169.20
1.35	BINDER CLIPS - LARGE	360	\$1.02	\$367.20	\$1.33	\$478.80	\$0.83	\$298.80
1.36	POST-IT .5X2 PG MRKR ULTRA 5PK	360	\$2.75	\$990.00	\$3.97	\$1,429.20	\$1.00	\$360.00
1.37	MINI BINDER CLIPS	360	\$0.09	\$32.40	\$0.18	\$64.80	\$0.14	\$50.40
1.38	CORRECTN FLUID QUIK DRY 20ML WE	360	\$0.31	\$111.60	\$0.48	\$172.80	\$0.33	\$118.80
1.39	CLIP_BINDER_15MM	352	\$0.09	\$31.68	\$0.21	\$73.92	\$0.14	\$49.28
1.4	7510 BNDR CLIP 5 CAPACITY DOZ	352	\$0.37	\$130.24	\$0.54	\$190.08	\$0.30	\$105.60
1.41	PEN RET BAL 4 COLOR MD ASST	352	\$0.78	\$274.56	\$1.36	\$478.72	\$1.13	\$397.76
1.42	FOLDER LTR DBLE TOP W/FST KRFT	336	\$5.72	\$1,921.92	\$22.12	\$7,432.32	\$5.58	\$1,874.88
1.43	RISER MONITOR STANDARD PM/GPH	336	\$9.14	\$3,071.04	\$12.49	\$4,196.64	\$10.79	\$3,625.44
1.44	ENV CLASP KRAFT 28 LB 10 X 13	336	\$4.10	\$1,377.60	\$5.11	\$1,716.96	\$4.63	\$1,555.68
1.45	FLAT STAPLE REMOVER BLACK	336	\$0.26	\$87.36	\$0.48	\$161.28	\$0.18	\$60.48
1.46	BOX STORAGE WHITE LTR/LGL	336	\$2.74	\$920.64	\$13.91	\$4,673.76	\$12.24	\$4,112.64
1.47	CORRECTN FLUID FOR ALL 20ML WE	336	\$0.31	\$104.16	\$0.48	\$161.28	\$0.33	\$110.88
1.48	BAG BIODEGRAD DEPOSIT CLR	320	\$6.00	\$1,920.00	\$14.48	\$4,633.60	\$12.16	\$3,891.20
1.49	EXAM GLOVE VYL PFREE MD 100/BX	320	\$2.05	\$656.00	\$2.78	\$889.60	\$4.41	\$1,411.20
1.5	Miscellaneous Paper Products Discount off list price.	300000	67.50%	\$97,500.00	40.00%	\$180,000.00	56.00%	\$132,000.00
SUBTOTAL				\$134,934.52		\$256,435.60		\$203,652.80
9.00% SALES TAX				\$ 12,144.11		\$ 23,079.20		\$ 18,328.75
SMALL LOCAL VENDOR				\$ -		\$ -		\$ -
OAKLAND VENDOR				\$ (3,676.97)		\$ (6,987.87)		\$ (5,549.54)
EVALUATION TOTAL				\$143,401.66		\$272,526.93		\$216,432.01
AWARD TOTAL				\$367,803.63		\$410,314.80		\$405,101.55

SECTION 3		Bidder Number 1			Bidder Number 2		Bidder Number 3	
Vendor		Staples Advantage		Blaisdell's Business Products		Give Something Back		
Location		Toner Cartridges		Toner Cartridges		Toner Cartridges		
Telephone		Newark CA		Oakland CA		Oakland CA		
Small local vendor		415.273.5032		510.483.3600		800.261.2619		
Oakland vendor		no		no		no		
		yes		yes		yes		
	Quantity	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	
3	Toner Cartridges							
3.1	INK CRG,IJ,HP 950,BLK	88	\$23.55	\$2,072.40	\$22.17	\$1,950.96	\$23.70	\$2,085.60
3.2	INK CRG,IJ,HP 951XL,YEL	80	\$19.93	\$1,594.40	\$15.83	\$1,266.40	\$14.26	\$1,140.80
3.3	INK CRG,IJ,HP96,VIVERA INK,BLK	80	\$15.61	\$1,248.80	\$6.93	\$554.40	\$4.00	\$320.00
3.4	INKCART,951XL,CN	80	\$19.93	\$1,594.40	\$15.83	\$1,266.40	\$20.92	\$1,673.60
3.5	INKCART,951XL,MG	80	\$19.93	\$1,594.40	\$15.83	\$1,266.40	\$14.26	\$1,140.80
3.6	TONER CRG,LSR,F/CLJ4700,BLK	64	\$109.89	\$7,032.96	\$81.61	\$5,223.04	\$60.00	\$3,840.00
3.7	TONER CRG,LJ,BLK	56	\$0.00	\$0.00	\$43.18	\$2,418.08	\$5.13	\$287.28
3.8	HP 80A LASERJET PRO 400 M401/4	48	\$65.80	\$3,158.40	\$64.78	\$3,109.44	\$37.00	\$1,776.00
3.9	TONER, F/ HL2040	48	\$28.05	\$1,346.40	\$22.78	\$1,093.44	\$20.00	\$960.00
3.1	TONER,F/LJ 1012	48	\$34.59	\$1,660.32	\$25.19	\$1,209.12	\$23.70	\$1,137.60
3.11	TONER,F/P2015,3K,BK	48	\$43.91	\$2,107.68	\$34.79	\$1,669.92	\$24.00	\$1,152.00
3.12	DRUM UNIT,LSR,FAX,HL/PPF/MFC	40	\$0.00	\$0.00	\$37.27	\$1,490.80	\$38.25	\$1,530.00
3.13	INKCART,97 TRICLR,14ML,HY	40	\$17.11	\$684.40	\$8.01	\$320.40	\$4.10	\$164.00
3.14	INKCART,F/HP920XL,OJ,BK	40	\$18.52	\$740.80	\$11.58	\$463.20	\$7.00	\$280.00
3.15	INKCART,F/HP920XL,MG	40	\$10.52	\$420.80	\$10.77	\$430.80	\$5.50	\$220.00
3.16	TONER CRG,LSR,F/CLJ4700,YEL	40	\$115.60	\$4,624.00	\$84.08	\$3,363.20	\$60.00	\$2,400.00
3.17	TONER, PREMIUM DELL COMP 1250C - 1- HI YLD BLACK TONER	40	\$44.31	\$1,772.40	\$17.81	\$712.40	\$14.00	\$560.00
3.18	TONER,F/HP P2035/2055,BK	40	\$61.72	\$2,468.80	\$41.48	\$1,659.20	\$35.00	\$1,400.00
3.19	TONER,HP 507A,MG	40	\$89.77	\$3,590.80	\$74.21	\$2,968.40	\$55.00	\$2,200.00
3.2	TONER,HP 507A,YL	40	\$89.77	\$3,590.80	\$74.21	\$2,968.40	\$14.26	\$570.40
3.21	TONER,LSR,HP507A,5.5K,BLK	40	\$80.68	\$3,227.20	\$71.46	\$2,858.40	\$55.00	\$2,200.00
3.22	TONER,LSR,HP507A,6K,CYA	40	\$89.77	\$3,590.80	\$74.21	\$2,968.40	\$55.00	\$2,200.00
3.23	TONER,LSR,LJ PRO P1606 SRS,BLK	40	\$51.61	\$2,064.40	\$32.97	\$1,318.80	\$29.00	\$1,160.00
3.24	FORM,2PT,9.5X11	32	\$45.75	\$1,464.00	\$48.51	\$1,552.32	\$42.09	\$1,346.88
3.25	INK CRG,SUPER HY,BLK	32	\$0.00	\$0.00	\$25.91	\$829.12	\$11.11	\$355.52
3.26	TONER CRG,LSR,F/CLJ4700,CYN	32	\$115.60	\$3,699.20	\$84.58	\$2,706.56	\$60.00	\$1,920.00
3.27	TONER CRG,LSR,F/CLJ4700,MAG	32	\$115.60	\$3,699.20	\$84.58	\$2,706.56	\$60.00	\$1,920.00
3.28	TONER,F/HP CP2025,CYN	32	\$81.50	\$2,608.00	\$62.02	\$1,984.64	\$38.00	\$1,216.00
3.29	TONER,F/HP CP2025,MA	32	\$81.50	\$2,608.00	\$62.02	\$1,984.64	\$38.00	\$1,216.00
3.3	TONER,F/E260,E360,E460,BK	32	\$72.86	\$2,331.52	\$54.66	\$1,749.12	\$4.00	\$128.00
3.31	TONER,F/P2015,3K,BK	32	\$43.91	\$1,405.12	\$33.72	\$1,079.04	\$24.00	\$768.00
3.32	TONER,HP LJ 2015,BLK	32	\$43.91	\$1,405.12	\$33.72	\$1,079.04	\$24.00	\$768.00
3.33	TONER,LSR,F/HP CP2025,BLK	32	\$81.50	\$2,608.00	\$62.02	\$1,984.64	\$38.00	\$1,216.00
3.34	TONER,LSR,F/HP CP2025,BLK	32	\$81.50	\$2,608.00	\$62.02	\$1,984.64	\$38.00	\$1,216.00
3.35	DRUM UNIT,LSR,FAX2820/MFC7220	24	\$40.86	\$980.64	\$37.44	\$898.56	\$32.00	\$768.00
3.36	INK CRG,HP 564,CYN	24	\$9.12	\$218.88	\$8.32	\$199.68	\$9.87	\$236.88
3.37	INK CRG,HP 564,MA	24	\$9.12	\$218.88	\$8.32	\$199.68	\$9.87	\$236.88
3.38	INK CRG,HP 564,YW	24	\$9.12	\$218.88	\$8.32	\$199.68	\$9.87	\$236.88
3.39	INK CRG,IJ,HP 951,CYA	24	\$16.58	\$397.92	\$15.87	\$380.88	\$18.10	\$434.40
3.4	TONER,F/HP P2035/2055,BK	24	\$61.72	\$1,481.28	\$40.71	\$977.04	\$35.00	\$840.00
3.41	TONER,F/HP P2035/2055,BK	24	\$61.72	\$1,481.28	\$40.71	\$977.04	\$35.00	\$840.00
3.42	TONER,FOR HL-1440,3000PGS	24	\$25.51	\$612.24	\$21.25	\$510.00	\$19.00	\$456.00
3.43	TONER,HP 3525,HY,BLK	24	\$102.36	\$2,456.64	\$85.74	\$2,057.76	\$62.00	\$1,488.00
3.44	TONER,HP Q5950A,BK	24	\$109.89	\$2,637.36	\$79.61	\$1,910.64	\$60.00	\$1,440.00
3.45	TONER,LSR,CRG,HY,HL/PPF/MFC	24	\$0.00	\$0.00	\$23.74	\$569.76	\$19.00	\$456.00
3.46	TONER,LSR,P4014/4015/4515,BLK	24	\$97.99	\$2,351.76	\$64.27	\$1,542.48	\$63.00	\$1,512.00
3.47	TONER,LSR,PTR,SD,BLK	24	\$0.00	\$0.00	\$31.25	\$750.00	\$28.00	\$672.00
3.48	HP 80A LASERJET PRO 400 M401/4	16	\$65.80	\$1,052.80	\$47.82	\$765.12	\$37.00	\$592.00
3.49	INK CRG,HP 920,CYN	16	\$8.51	\$136.16	\$8.88	\$142.08	\$9.34	\$149.44
3.5	INK CRG,IJ,HP80,350ML,BLK	16	\$147.14	\$2,354.24	\$11.51	\$184.16	\$258.96	\$4,143.36
3.51	INK CRG,IJ,HP80,350ML,CYA	16	\$147.14	\$2,354.24	\$11.51	\$184.16	\$258.96	\$4,143.36
3.52	INK CRG,IJ,HP80,350ML,MAG	16	\$147.14	\$2,354.24	\$11.51	\$184.16	\$258.96	\$4,143.36
3.53	Miscellaneous ink and Toner Products Discount off list price.	200000	37.00%	\$128,000.00	28.00%	\$144,000.00	51.00%	\$98,000.00

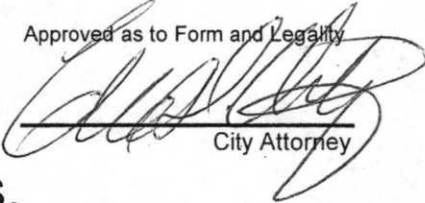
SUBTOTAL	\$221,928.96	\$218,823.20	\$163,257.04
9.00% SALES TAX	\$ 19,973.61	\$ 19,694.09	\$ 14,693.13
SMALL LOCAL VENDOR	\$ -	\$ -	\$ -
OAKLAND VENDOR	\$ (6,047.56)	\$ (5,962.93)	\$ (4,448.75)
EVALUATION TOTAL	\$235,855.00	\$232,554.36	\$173,501.42
AWARD TOTAL	\$322,562.57	\$299,557.29	\$289,130.17

SECTION TOTALS			
Section 1 -- Miscellaneous Office	\$367,803.63	\$410,314.80	\$405,101.55
Section 2 -- Copy Paper	\$203,222.24	\$209,776.19	\$183,586.52
Section 3 -- Toner Cartridges	\$322,562.57	\$299,557.29	\$289,130.17
GRAND TOTALS	\$ 893,588.43	\$ 919,648.3	\$ 877,818.25

2014 OCT 15 PM 3: 36

OAKLAND CITY COUNCIL

Approved as to Form and Legality



City Attorney

RESOLUTION No. _____ C.M.S.

Introduced by Councilmember _____

RESOLUTION AWARDING A CONTRACT TO STAPLES ADVANTAGE, A CORPORATION, TO FURNISH GENERAL OFFICE SUPPLIES, IN AN ANNUAL AMOUNT NOT TO EXCEED THREE HUNDRED FIFTY THOUSAND DOLLARS (\$350,000.00), AND GIVE SOMETHING BACK, A CORPORATION, TO FURNISH COPY PAPER AND TONER CARTRIDGES, IN AN ANNUAL AMOUNT NOT TO EXCEED THREE HUNDRED NINETY-NINE THOUSAND DOLLARS (\$400,000.00), FOR THE PERIOD OF OCTOBER 1, 2014 TO SEPTEMBER 30, 2017 FOR AN AGGREGATE CONTRACT AMOUNT OF TWO MILLION, TWO HUNDRED FORTY-SEVEN THOUSAND DOLLARS (\$2,247,000.00), IN ACCORDANCE WITH SPECIFICATION NO. 13-615-00-01/REQUEST FOR QUOTATION (RFQ) NO. 4917 AND THE GENERAL CONDITIONS THEREFOR ON FILE IN PURCHASING ACCORDING TO ITS BID FILED WITH THE CITY ON JANUARY 27, 2014.

WHEREAS, On November 19, 2013 the City issued and advertised Specification No.13-615-00-1/RFQ No. 4917 to provide General Office Supplies, Copy Paper and Toner Cartridges; and

WHEREAS, On January 27, 2014 the City Clerk received and opened three bids in response to Specification No. 13-615-00-1/RFQ 4917 to provide General Office Supplies, Copy Paper and Toner Cartridges; and

WHEREAS, the bids submitted by Staples Advantage, a corporation; and, Give Something Back, a corporation, meets all of the requirements contained in Specification No. 13-615-00-1/RFQ 4917; and

WHEREAS, Funds will be encumbered by various City departments as needed and; now be it

RESOLVED: That a contract to provide general office supplies, be awarded to Staples Advantage and that a contract to provide copy paper and toner cartridges be awarded to Give Something Back, in an annual amount not to exceed three hundred fifty thousand (\$350,000.00) for a three year term June 1, 2014 through May 31, 2017 for a total not to exceed contract amount of one million fifty dollars and no cents (\$1,050,000.00) in accordance with Specification No. 13-615-00-1/RFQ 4917 and the General Conditions therefor on file in the Purchasing Section according to their bids submitted on January 27, 2014. And, authorize the City Administrator to extend part or the entire contract one year at a time for two additional terms; and be it

FURTHER RESOLVED: That the City Council hereby rejects all other bids submitted in response to RFQ No. 4917; and be it

FURTHER RESOLVED: That the contract 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, GALLO, GIBSON MCELHANEY, KALB, KAPLAN, REID, SCHAAF and PRESIDENT KERNIGHAN

NOES -

ABSENT -

ABSTENTION -

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