

# Staff Summary Report



**Council Meeting Date:** 03-05-2009

**Agenda Item Number:** \_\_\_\_\_

**SUBJECT:** Request approval of a nine-month renewal of a contract with Office Depot for the purchase of office supplies.

**DOCUMENT NAME:** 20090305fslg09     **PURCHASES (1004-01)**

**SUPPORTING DOCS:** No

**COMMENTS:** (US Communities #42595) Total amount not to exceed \$425,000.

**PREPARED BY:** Lisa Goodman, CPPB, Procurement Officer, 480-350-8533

**REVIEWED BY:** Michael Greene, CPM, Central Services Administrator, 480-350-8516

**LEGAL REVIEW AS  
TO CONTRACT FORM**

**ONLY:** N/A

**FISCAL NOTE:** Sufficient funds have been appropriated in various City-wide cost centers for the anticipated expenditures in the current fiscal year.

**RECOMMENDATION:** Approve the renewal of the contract.

**ADDITIONAL INFO:** Staff is requesting that the contract be renewed for an additional nine months under the available renewal options. This contract is used for the purchase of a wide range of office supplies including printer toner cartridges, copy paper, computer supplies, binder/folder supplies, filing supplies, writing instruments and a targeted selection of office chairs. Office Depot offers next day (desktop) delivery services for all of these products. There is no price increase associated with this renewal.