



City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701
Staff Report
April 19, 2022

TOPIC: Award Blanket Order Contract for Office Supplies

AGENDA TITLE:

Award Contract to Office Depot for the Purchase of Office Supplies in an Annual Amount not to exceed \$175,000 for a Two-year Term with Three One-Year Renewal Options (Specification No. 22-061) (General Fund)

RECOMMENDED ACTION

Award a blanket order contract with Office Depot for an annual amount not to exceed \$175,000 for the period beginning June 1, 2022 and expiring May 31, 2024 with an option for three one-year renewals, subject to non-substantive changes approved by the City Manager and City Attorney.

DISCUSSION

The City utilizes an assortment of office products for its daily operations such as, binders, file folders, writing instruments, calendars, and labels, as well as small office equipment. Office Depot, the City's current vendor, is the leading provider of core office supplies and products including a wide variety of green/sustainable products. Office Depot has an online ordering system, which provides next-day delivery service, tracking and payment information for the requesting agency, and spend analysis reports for buyers. Over the past five years, the utilization of the online ordering system has significantly reduced citywide office supply expenses and has created efficiencies within departments to secure their orders at a much quicker pace.

Santa Ana City Ordinance No. NS-2312 authorizes the City to purchase against contracts from any public agency utilizing a competitive bid process. Region 4 Educational Service Center of Houston entered into Contract No. R190303 with Office Depot for Office Supplies, Related Products and Services through an Omnia Cooperative Agreement. This cooperative procurement allows all public agencies access to discounted pricing.

The City proposes to enter into a cooperative contract with Office Depot for office supplies. Contract R190303 ensures the products and services offered will continue to provide staff with high quality, discounted materials.

Award a Blanket Order Contract for Office Supplies
April 19, 2022
Page 2

ENVIRONMENTAL IMPACT

There is no environmental impact associated with this action.

FISCAL IMPACT

Funds for the duration of the contract period, an amount not to exceed \$175,000 annually, will be included in various departmental Miscellaneous Operating Expense account (no.63001).

Submitted By: Kathryn Downs, Finance and Management Services Executive Director

Approved By: Kristine Ridge, City Manager