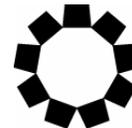


ASSOCIATION OF BAY AREA GOVERNMENTS

Representing City and County Governments of the San Francisco Bay Area



ABAG

Date: August 30, 2013
To: Executive Board
From: Fred Castro
Office Manager
Subject: **Approval of Office Supplies Provider**

Background

On June 19, 2013, the Metropolitan Transportation Commission (MTC), on behalf of itself and the Association of Bay Area Governments (ABAG), distributed a request for information to several office supply vendors with Group Purchase Organization (GPO) contracts to provide next-day delivery of general office supplies for MTC and ABAG. Bids responses were received from The Office City, Hercules, California; Staples, San Francisco, California; and Purchasers Choice, Walnut, California. The lowest priced response was received from The Office City. The Office City is also MTC and ABAG's current vendor.

In Fiscal Year 2012-2013 total expenses under office supplies (account 53007) through the first close, was \$106,282. Not all expenses under office supplies were from the current contract vendor; some purchases from the contract vendor may have been charged to other accounts. In Fiscal Year 2012-2013, expenses under Radstons (later to become The Office City) were \$5,512.46, and under The Office City was \$5,412.96.

If approved, The Office City will provide general office supplies, including information technology and ergonomic supplies, between September 2013 and June 30, 2014, with an option to renew for three additional consecutive one-year periods ending June 30, 2017. The supplies will be procured using the National Cooperative Purchasing Alliance (NCPA) government purchasing cooperative agreement.

Recommended Action

The Executive Board is requested to direct the Executive Director or his designee to negotiate and enter into contract with The Office City to provide general office and computer supplies during Fiscal Year 2013-2014, beginning in September, with an option to renew for three additional consecutive one-year periods ending June 30, 2017, subject to approval of future agency budgets.