



City of San Antonio

Contract Summary Sheet

Date: 3/5/2020
Agenda Item: 20-1762

Name/Title (Caption as shown on agenda): Annual Contract for General Office, Breakroom, School and Computer Supplies 6100011426 VF	
Brief Description of Item(s) and Use: This contract will provide the City with the purchase and next day, desk-top delivery of general office, breakroom, school, and computer supplies utilized by over 400 City facilities located throughout the City. Over 20,000 items will be available for purchase and delivery from two catalogs. In fulfilling with the Office of Sustainability's recommendation, this contract will suggest "Environmentally Preferred Products" including products with a lower overall cost per use.	
Total \$:	\$987,000.00 annually
Contract Period:	April 1, 2020 through December 31, 2022 with two, one year renewal options
Method of Procurement:	Competitive (4 bids received)
Price Trend:	16% increase due to rise in production costs from 2015 contract
Contract Info:	Formal ___ Annual <input checked="" type="checkbox"/> Support/Maintenance ___ Lease ___
Recommended Contractor(s):	<p>Categories: 2, 5, 8, 9, 10, 12, 14 Gateway Printing & Office Supply, Inc., 14803 Bulverde Rd., San Antonio, TX 78247 (Local)</p> <p>Categories: 1, 3, 4, 6, 7, 11, 13, 15, 16, 17 San Antonio Lighthouse for the Blind, 2305 Roosevelt Avenue, San Antonio, TX 78210 (Local)</p>
Previous Contractor(s):	Office Depot, Inc., 6600 North Military Trail, Boca Raton, FL 33496
Comments:	<p>NAS: Lakeshore Equipment Company dba Lakeshore Learning Materials – Did not submit unit pricing for all core items as requested</p> <p>NAS: Office Depot – Unit pricing for core items was not submitted as requested</p>
Anticipated Future Requirements and Action:	N/A
Procurement Alternative:	Should this contract not be approved, the City would be required to purchase general office, breakroom, school, and computer supplies as needs arise thereby overlooking the advantage associated with the City's consolidated purchasing power of procuring these supplies through a requirements contract. Establishing a catalog discount pricing requirements contract will secure substantial volume discounts with many of the general office supplies items discounted at fixed, firm discounts of up to 67% on list prices off the published catalog and 88% on list prices off the specified-core items.
Using Department (s):	Citywide