

# Management Committee

Meeting date: August 22, 2007

## ADVISORY INFORMATION

**Date:** July 9, 2007  
**Subject:** Authorization to Purchase Office Supplies  
**District(s), Member(s):** All  
**Policy/Legal Reference:** Council Policy 3-3 Expenditures – Procurement of Goods and Services Over \$250,000  
**Staff Prepared/Presented:** Chris Gran 612/349-5060  
**Division/Department:** All Metropolitan Council Divisions

### Proposed Action/Motion

That the Metropolitan Council authorize the Regional Administrator to issue a purchase order to Office Max to supply office products in accordance with Council specifications and with Office Max bid prices for a two-year term.

### Issue

Procurement of goods and services for amounts exceeding \$250,000 requires Council approval.

### Overview and Funding

A formal Invitation for Bids was issued to solicit sealed bids for supplying office products to all Metropolitan Council divisions for a two-year term. The office-product supplier provides next-day delivery to numerous Council locations.

Five bids were submitted. The bid results, as a percent discount off wholesale catalog prices, are as follows.

	Office Max	Office Depot	Bertleson	Corporate Express	S&T Office Products
Computer Accessories	47%	52%	48%	46%	36%
Filing, Labeling Products	57%	58%	54%	53%	45%
Mailing Supplies	59%	61%	56%	56%	41%
Notepads, Binders	69%	62%	58%	57%	44%
Post-its	55%	62%	48%	49%	45%
Printing Supplies	42%	38%	40%	39%	30%
Paper	62%	61%	59%	59%	47%
Writing Products	61%	60%	57%	59%	50%
Office Furniture & Accessories	51%	55%	52%	51%	48%
Desktop Accessories	53%	55%	47%	47%	41%

These bid percentages were applied to actual Council purchases of office supplies in 2006 to determine the lowest total cost to the Council. The lowest responsive, responsible bidder is Office Max. The prices bid by Office Max are estimated to be 5.6% less than current prices, 6.9% less than Ramsey County contract prices, 10.7% less than Hennepin County contract prices, and 14% less than State of Minnesota contract prices.

The estimated annual expenditure, based on past usage, is \$238,000. Funds are available through the annual operating budget of each Council division.