



MANAGER'S MEMO ITEM

ITEM: Office Supplies 2005/06

WORKSHOP DATE: May 10, 2005

PREPARED BY: Rita A. Trainor, Director of Financial Services
Theresa Tarka, Purchasing Assistant

BID AMOUNT: \$17,751.84	ACCOUNT: All village 5210 Supply Accounts (see attached)
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BUDGET AMOUNT: \$60,960.00

PURPOSE: To Award a contract for annual Office Supplies 2005/06 Purchases and E-Procurement.

BACKGROUND:

Every year the Village's office supply needs are evaluated and bid out competitively. Bids were sent out on March 3, 2005 to office supply vendors and also advertised on the Village's E Procurement center website, www.vil.downers-grove.il.us. Bids were sent out in the mail to the following vendors: Office Max, Office Essentials, Inc, Prestige Office Products, Inc. Warehouse Direct, Shane's Office Supply, Allied Office Products, Office Depot, Boise Cascade, Staples, and Quill. The four firms that responded to our bid were Warehouse Direct, Office Depot, Office Essentials, and Prestige Office Products. Bid requests were based on a list of commonly used office supplies by Village departments. The yearly office supply contract provides excellent pricing options to the Village. In emergency situations staff will continue to have the option to purchase items independently. Furniture and office equipment items are not covered on this bid. The purchase of these items is usually valued over \$1,000.00 per item and two other quotations are required from staff per the Village's Purchasing Policy.

Joint-purchase options were also researched. The State Of Illinois has awarded a joint purchase contract to Boise Cascade Office Products (Contract# 4010377); the contract will, expire on May, 2005, and the State will renew it again for another two months. Staff does not recommend using the State Joint-purchase contract because a new contract will be in place in August with different pricing and a new vendor.

The National League of Cities (NACO) joint-purchase contract option was also reviewed. The contract is competitively bid each year by Los Angeles County and allows other local governments to "tag along" on the contract. Office Depot is the awarded vendor for this contract. The contract is based on savings using Office Depot house brand products and volume buying for the majority of items on this contract. Staff does not recommend using the NACO contract because the Village orders items in smaller quantities than permitted under the NACO contract terms and some of the items needed are not always available at Office Depot. Items not available through Office Depot would then need to be purchased from a wholesaler at a higher cost on the NACO contract.

BID EVALUATION & REVIEW

The Village received bids for office supplies from:

- Warehouse Direct
- Office Depot
- Office Essentials
- Prestige Office Products

Warehouse Direct is recommended as the lowest responsible bidder. Warehouse Direct has provided excellent customer service for office supplies since FY 2001/02. All orders are placed on line via the internet with next day delivery. Several enhancements have been made to their on-line ordering system. Catalog search function, reorder function, order E-mail confirmation of orders are all included. The Village departments have been pleased by WareHouse Direct’s customer service, their on-line ordering process, and their prices.

BUDGET IMPLICATIONS:

BID AMOUNT: \$ 17,751.84	ACCOUNT: All village 5210 Supply Accounts (see attached)
BUDGET AMOUNT: \$60,960.00	

The bid amount shown represents the total cost should the Village purchase all of the items on the bid list. Actual expenditures will be determined by need and departmental orders per the restraints set by each department’s budget.

ATTACHMENTS:

- Bid tabulation attached for office supplies
- Schedule of budgeted office supply line items for FY 2005/06

STAFF RECOMMENDATION:

Staff recommends the approval of the low-bid proposal from Warehouse Direct, awarding them the contract for FY 2005/06.

REQUESTED COURSE OF ACTION:

Staff recommends that this item be placed on the Village Council’s Consent Agenda for approval on May 17, 2005.

Office Supplies										
Bid Tabulation Sheet										
Bid # 06-17-619-03										
Thursday, March 3, 2005										
			WareHouse	WareHouse	Prestige	Prestige	Office Depot	Office Depot	Office	Office
	Est.	Unit Of	Direct	Direct	Unit Price	Extension	Unit Price	Extension	Essentials	Essentials
Description	Qty	Measure	Unit Price	Extension		Extension			Inc.	Extension
1 Calculator Rolls	100	Each	\$0.25	\$25.00	\$0.25	\$25.00	\$0.00	\$0.00	\$0.34	\$34.00
2 Binders 2" Capacity	25	Each	1.45	36.25	1.49	37.25	1.87	46.75	2.19	54.75
3 Binders 1" Capacity	40	Each	1.12	44.80	0.89	35.60	1.42	56.80	1.26	50.40
4 Binders 4" Locking D Ring	25	Each	4.99	124.75	6.40	160.00	8.57	214.25	18.82	470.50
5 Binders 1 1/2" Dublock Round	50	Each	1.33	66.50	1.29	64.50	3.18	159.00	4.27	213.50
6 Cassette Audio 90 Minute	125	Each	0.60	75.00	0.49	61.25	1.52	190.00	1.18	147.50
7 Clips, Paper Non Skid #1	125	Ea/Box	0.06	7.50	0.05	6.25	0.10	12.50	0.17	21.25
8 Clips, Paper Jumbo 2"	25	Ea/Box	0.24	6.00	0.18	4.50	0.55	13.75	1.15	28.75
9 Correction Fluid, Fast Drying	5	Each	0.54	2.70	0.61	3.05	0.74	3.70	0.89	4.45
10 Correction Fluid, Just For Copies	5	Each	0.55	2.75	0.25	1.25	0.72	3.60	0.89	4.45
11 Creamer, Coffee Non-Dairy	300	Each	0.83	249.00	1.99	597.00	1.43	429.00	1.38	414.00
12 Envelopes, Clasp Kraft 9 x 12	10	Ea/Box	4.80	48.00	4.99	49.90	4.60	46.00	6.59	65.90
13 Envelopes, Catalog Redi-Seal	12	Ea/Box	15.10	181.20	14.99	179.88	10.31	123.72	21.53	258.36
14 Envelopes, Interoffice Recycled	50	Ea/Box	10.99	549.50	7.99	399.50	10.26	513.00	15.95	797.50
15 Envelopes, Catalog Redi-Seal 9x12	9	Ea/Box	14.40	129.60	13.99	125.91	7.39	66.51	20.26	182.34
16 File Folders, Hanging Green Box	50	Ea/Box	8.99	449.50	11.69	584.50	11.84	592.00	18.40	920.00
17 File Folders, Manila Smead Letter 11pt	150	Ea/Box	6.15	922.50	4.59	688.50	9.48	1422.00	5.81	871.50
18 File Folders, Manila Letter Smead	50	Ea/Box	3.99	199.50	4.40	220.00	4.99	249.50	4.79	239.50
19 File Folders, Manila Legal Smead	25	Ea/Box	6.09	152.25	5.55	138.75	9.69	242.25	5.99	149.75
20 File Pockets, Redrope Smead	85	Ea/Box	22.00	1870.00	29.50	2507.50	44.70	3799.50	34.75	2953.75
21 File Pockets 3 1/2" Expanding	47	Ea/Box	27.99	1315.53	36.00	1692.00	38.86	1826.42	58.00	2726.00
22 File Pockets, Redrope Letter 3 1/2"	162	Ea/Box	45.90	7435.80	29.50	4779.00	26.36	4270.32	67.50	10935.00
23 File Pockets, Manila With Index Tabs 2/3	167	Each	0.67	111.89	1.05	175.35	1.34	223.78	1.60	267.20
24 Highlighter, Desk	25	Each	0.33	8.25	0.12	3.00	0.29	7.25	0.39	9.75
25 Glue Stix Super	15	Each	0.25	3.75	0.10	1.50	0.26	3.90	0.41	6.15
26 Indexes, Ring Binder	50	Ea/Set	0.16	8.00	0.20	10.00	0.31	15.50	0.34	17.00
27 Kleenex Boutique	30	Ea/Box	0.96	28.80	1.29	38.70	1.20	36.00	1.49	44.70
28 Labels, White Laser	25	Ea/Box	15.90	397.50	16.59	414.75	19.74	493.50	23.05	576.25
29 Markers, Heavy Duty Deluxe Regular	50	Each	0.58	29.00	0.52	26.00	0.57	28.50	0.78	39.00
30 Note Pads Post It 3" x 3"	250	Ea/Pad	0.55	137.50	0.59	147.50	0.51	127.50	0.71	177.50
31 Note Pads Post It 2" x 3"	50	Ea/Pad	0.47	23.50	0.40	20.00	0.38	19.00	0.63	31.50
32 Note Pads Post It 3 x 5	50	Ea/Pad	0.83	41.50	0.69	34.50	0.73	36.50	0.99	49.50
33 Note Pads Post It 4x6	100	Ea/Pad	0.95	95.00	1.19	119.00	1.32	132.00	1.51	151.00
34 Post It Not Flags	60	Ea/Pad	0.95	57.00	1.09	65.40	1.32	79.20	0.00	0.00
35 Standard Flags 1 x1	60	Ea/Pad	1.19	71.40	1.09	65.40	1.20	72.00	0.00	0.00
36 Pads, Writing Canary Size	12	Dozen	4.79	57.48	4.00	48.00	10.21	122.52	17.57	210.84
37 Pads, Writing White	12	Dozen	4.79	57.48	4.00	48.00	10.21	122.52	17.57	210.84
38 Pads, Writing Canary 5 x 8 Legal	12	Dozen	2.65	31.80	2.59	31.08	7.41	88.92	3.62	43.44
39 Pens, Bic Round Stic Lightweight	40	Dozen	0.76	30.40	0.69	27.60	2.88	115.20	0.99	39.60
40 Pens, Ball Extra Large-Grip Roller	60	Dozen	4.20	252.00	3.48	208.80	3.96	237.60	6.36	381.60
41 Pens, Precise V7 Fine Bk Writers	4	Dozen	10.68	42.72	8.28	33.12	9.60	38.40	12.60	50.40
42 Pencils, #2 Yellow Hexagon Barrell	10	Dozen	0.49	4.90	0.50	5.00	0.57	5.70	0.49	4.90
43 Plastic Stir Sticks	300	Ea/Box	0.75	225.00	2.41	723.00	1.76	528.00	2.15	645.00
44 Rubber Bands Universal 18	25	Ea/Box	0.79	19.75	0.99	24.75	2.13	53.25	1.63	40.75
45 Standard Staples	100	Ea/Box	0.38	38.00	0.36	36.00	1.29	129.00	0.52	52.00
46 Staples, Heavy Duty	50	Ea/Box	1.71	85.50	2.39	119.50	2.46	123.00	2.99	149.50
47 Sugar, Domino Canister 20 oz.	400	Each Can	0.84	336.00	1.29	516.00	2.70	1080.00	1.53	612.00
48 Sweetener, Equal	100	Ea/Box	3.36	336.00	4.99	499.00	3.79	379.00	4.46	446.00
49 Tape, Scotch Magic	50	Ea/Roll	0.78	39.00	0.99	49.50	1.36	68.00	1.59	79.50
50 Tape, Package Sealing Heavy, Clear	15	Ea/Roll	0.68	10.20	0.59	8.85	0.62	9.30	0.86	12.90
51 Tea, Lipton, Regular	300	Ea/Box	2.59	777.00	5.55	1665.00	3.12	936.00	3.73	1119.00
52 Tea, Lipton, Decaf	150	Ea/Box	2.99	448.50	5.29	793.50	0.00	0.00	5.38	807.00
53 Telephone, Record Books Duplicate	10	Ea/Pad	1.89	18.90	1.49	14.90	3.43	34.30	2.23	22.30
54 Cash Register Tape	45	Ea/Roll	0.29	13.05	0.99	44.55	2.34	105.30	1.18	53.10
55 Fasteners, Premium Two-Piece 2 3/4	36	Ea/Box	1.29	46.44	0.99	35.64	0.77	27.72	2.54	91.44
Grand Total				17751.84		18388.98		19758.93		27984.81