



# City of Galveston

## FINANCE DEPARTMENT STAFF REPORT

October 8, 2020

To: Brian Maxwell, City Manager  
Hon. Mayor and City Council

From: Michael W. Loftin, Assistant City Manager - Finance

**RE: Consider approving purchases of office supplies, technology items, furniture, and janitorial supplies using The Cooperative Purchasing Network's (TCPN) contract with Office Depot. Estimated costs for products not to exceed Council approved budgets.**

**Background:**

The City of Galveston is a member of the TCPN cooperative purchasing program which allows the city to utilize contracts that have been competitively bid. The contracts were solicited and awarded by Region 4 Education Service Center in Houston, this allows the city to utilize contracts that have been competitively procured in compliance with state purchasing requirements. Click the link to find out how this cooperative works: [National IPA - Omnia Partners](#). Texas Government Code Chapter 791 authorizes local governments to contract with each other and any agencies of the State of Texas.

The objective of a cooperative purchasing program is to provide a mechanism for local governments to pool their collective purchasing power. Purchasing cooperatives save money in two ways: the price of the product and/or in the administrative cost savings from advertising for a formal solicitation.

**Currently:**

The City of Galveston uses the contract with Office Depot to purchase operational supplies for administrative functions; pens, paper, tape, staples, and other office products. Using the TCPN cooperative purchasing contract gives the city volume discounted pricing; saving the City of Galveston money.

The city currently receives product within 24 hours of ordering and employees also have the option to visit the storefront in the City of Galveston, if there is a more immediate need for products.

Website for contract documents:

[Office Depot Contracts](#)

The contract numbers and terms are as follows:



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Contract #R190303 – Office Supplies – 7/1/19 through 6/30/2024

Contract #R191812 – Furniture and Installation – 5/1/2020 through 4/30/2023

Contract #R160204 – Technology and Interactive Whiteboard Solutions – 8/1/2016 through 7/31/2021

Contract #R162102 – Janitorial Supplies, Equipment, Maintenance and Repair – 7/1/19 through 2/28/2022

Contract #R171404 – Managed Print Solutions – 7/1/2019 through 5/31/2024

### **Alternatives:**

Approve using the cooperative purchasing contract through TCPN for Office Depot purchases.

Do not approve using the cooperative purchasing contract and bid office supplies through the Purchasing Department.

### **Issues:**

Cost – Total estimated cost as provided for through budgets adopted by City Council and administered by the City Manager

Timing – Current Fiscal Year

Term – through September 30, 2020

### **Recommendation:**

Approve using the cooperative contract with Office Depot through The Cooperative Purchasing Network (TCPN).

### **Fiscal Impact Report:**

Requested by:

Michael W. Loftin

Assistant City Manager - Finance

Funding Source:

Various City Accounts

Estimated Total Costs:

As provided for through budgets adopted by City Council and administered by the City Manager