



City of Galveston

FINANCE DEPARTMENT STAFF REPORT

October 9, 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 and other operational supplies using the contract with Staples Contract and Commercial, Inc. through the BuyBoard purchasing cooperative. Estimated costs for products not to exceed Council approved budgets.**

Background:

The City of Galveston is a member of the BuyBoard cooperative purchasing program, governed by the Texas Association of School Boards, 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: [BuyBoard Purchasing Cooperative](#). Texas Government Code Section 791 authorizes local governments to contract, as much as possible, with other local governments and any agencies of the State of Texas.

The BuyBoard purchasing cooperative is endorsed by the Texas Municipal League. 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. The City of Galveston also receives member rebates in December from BuyBoard. The combined total of rebates received from BuyBoard for years 2012 through 2018 is \$7,867.80.

Currently:

Staples Contract and Commercial, Inc. has a contract with BuyBoard. They are contract numbers 576-18, 584-19, 579-19, and 569-18. They provide various office supplies and other items at a discount from their full catalogue; discounts range from 40% to 68%. Using Staples gives employees another source, other than Office Depot, for supplies necessary to daily operations. Staples provides product delivery as soon as 24 hours after order completion.

Website for contract documents:

[Staples Contracts](#)





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Alternatives:

Approve using the cooperative purchasing contract through BuyBoard for Staples Contract and Commercial, Inc. 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, 2021

Recommendation:

Approve using the cooperative contract with Staples Contract and Commercial, Inc. through the BuyBoard purchasing cooperative.

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

