

STAFF REPORT

SOUND TRANSIT MOTION NO. M2001-06

Amend Contract for Boise Cascade Office Products, Inc.

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	01/18/01	Discussion/Possible Action	Hugh Simpson, Director of Finance and Administration Ellen Gustafson, Contracts Manager	(206) 398-5082 (206) 398-5094

PROPOSED ACTION

Authorizing the Executive Director to amend the contract amount with Boise Cascade Office Products, Inc. by \$395,000 for a total authorized amount not to exceed \$595,000 to provide for the purchase and delivery of office supplies through 2001 on a calendar basis.

KEY FEATURES

Highlights of Proposed Action:

- ◆ Increase the contract amount with Boise Cascade Office Products, Inc. by \$395,000 for office supplies through 2001.
- ◆ Change the contract terms to a calendar basis.

Discussion of Proposed Action:

On September 30, 1999, the contract to provide office supplies was executed with Boise Cascade Office Products, Inc. after a competitive procurement process. This contract was for one year, ending September 29, 2000 with four, one-year options. Change Modification No. 1 to this contract exercised the first option and extended the term until September 29, 2001. The proposed amendment of this contract will provide contract authorization and an extension of time through calendar year 2001.

It is important to note that all generic office supplies will now be purchased from one supplier to reduce costs, rather than using multiple vendors, as was done in 2000. Additionally, blanket contracts, such as this one, will be on a calendar year basis and match the budget authorization for that year. However, our competitive procurement processes will include multiple one-year options to maximize efficiency and reduce overall costs to Sound Transit.

BUDGET

Sound Transit budgeted a total of \$329,373 and \$347,300 respectively for office supplies in 2000 and 2001. Expenses for 2000 are estimated at \$295,000. Final accounting for office supplies on an accrual basis will be complete in February.

Total 2000 Budget for Office Supplies	Estimated Expenses Through 2000	Budget Variance
\$329,373	\$295,000	\$34,373

ALTERNATIVES

N/A

CONSEQUENCES OF DELAY

Deferring the action means staff will not be able to order any office supplies from this vendor for budget year 2001.

PUBLIC INVOLVEMENT

N/A

LEGAL REVIEW

JLG

SOUND TRANSIT

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A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Executive Director to amend the contract amount with Boise Cascade Office Products, Inc. to provide for the purchase and delivery of office supplies through calendar year 2001 by \$395,000 for a total authorized amount not to exceed \$595,000.

Background:

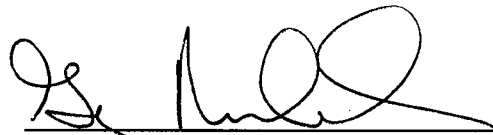
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The proposed amendment of this contract will provide contract authorization and an extension of time through calendar 2001. It is important to note that all generic office supplies will now be purchased from one supplier to reduce costs, rather than using multiple vendors, as was done in 2000. Additionally, blanket contracts, such as this one, will be on a calendar year basis and match the budget authorization for that year. However, our competitive procurement processes will include multiple one-year options to maximize efficiency and reduce overall costs to Sound Transit.


Motion:

It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Executive Director be authorized to amend the contract amount with Boise Cascade Office Products, Inc. to provide for the purchase and delivery of office supplies through 2001 by \$395,000, for a total authorized amount not to exceed \$595,000.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on the 18th day of January, 2001.


Greg Nickels
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator