

**SOUND TRANSIT  
STAFF REPORT**

**MOTION NO. M2004-113**

**Contract for Agency Office Supplies**

<b>Meeting:</b>	<b>Date:</b>	<b>Type of Action:</b>	<b>Staff Contact:</b>	<b>Phone:</b>
Agenda Committee	11/18/04	Discussion/Possible Action	<b>Vernon Stoner/Deputy CEO</b>	(206) 398-5451

<b>Contract/Agreement Type:</b>	✓	<b>Requested Action:</b>	✓
Competitive Procurement	✓	Execute New Contract/Agreement	✓
Sole Source		Amend Existing Contract/Agreement	
Interlocal Agreement		Contingency Funds (Budget) Required	
Purchase/Sale Agreement		Budget Amendment Required	

✓ *Applicable to proposed transaction.*

**ACTION**

Authorizes the Chief Executive Officer to execute a contract with Keeney's Office Plus to provide office supplies for Sound Transit in an amount not to exceed \$550,000 starting January 1, 2005 for a period of three years.

**KEY FEATURES**

- The contract is for expendable office supplies, which are ordered on an as-needed basis.
- The types of goods and services to be provided include, but are not limited to, expendable office supplies, such as binders, pens, paper clips, glue, tape, batteries, clamps, correction fluid, pens, paper, computer disks and cleaners.

**BUDGET IMPACT SUMMARY**

There is no action outside of the Board-adopted budget; there are no contingency funds required, no subarea impacts, or funding required from other parties other than what is already assumed in the financial plan.

**BUDGET DISCUSSION**

The proposed action is within the current annual proposed 2005 budget. No amendments are necessary. The future year's budget costs will be requested each year. The other types of office supplies included in the office supply budget are purchased from other vendors on separate contracts

**REVENUE, SUBAREA, AND FINANCIAL PLAN IMPACTS**

The proposed action is consistent with the current Board-adopted budget and is affordable within Sound Transit's current long-term financial plan and the subarea financial capacity.

## **BUDGET TABLE**

### Summary for Board Action (Year of Expenditure)

#### Action Item: Contract with Keeney's Office Plus

	(A) Current Approved	(B)	(C)	(D)
Contract Budget	Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
1 Keeney's Office Plus	-	-	550,000	550,000
2 Contingency	-	-	-	-
3 Total	-	-	550,000	550,000
4 Percent Contingency	-	-	0%	0%

#### Contract to be Charged to:

	2005 Staff Budget	Future Staff Budgets	Direct Charges to Projects	Total
5 Office Supplies	170,000	380,000	-	550,000

	2005 Board Proposed Staff Budget	This Action for 2005	Future Staff Budgets	
6 Office Supplies	177,385	20,000	60,000	
7 Office Supplies - GSC	150,000	150,000	320,000	
8 Total Account	327,385	170,000	380,000	

#### Budget Shortfall

	Level	\$	Revenues	Funding Source
9	NA	-	-	NA

#### Notes

Budget for this item is in various departments within office supplies line in Materials and Supplies category. The total Agency budget is on page 163 of proposed 2005 budget

The contract covers a three (3) year period.

## **M/W/DBE – SMALL BUSINESS PARTICIPATION**

### **Prime Consultant/Contractor**

Keeney's Office Plus is a WBE/DBE firm and will be performing 100% of this contract.

### **EEO Commitment**

Keeney's Office Plus workforce demographics are 50% women. Eighty percent of managerial staff are women.

## **HISTORY OF PROJECT**

The current office supplies contract expires on December 31, 2004. As a result, an Invitation for Bid was issued on September 17, 2004. Keeney's Office Plus was selected as the low responsive responsible bidder. The General Services Center (GSC), the Agency's internal supplies, copy and mail center, orders office supplies for general agency use as stock inventory. Each Sound Transit department orders supplies on an as-needed basis.

## **CONSEQUENCES OF DELAY**

If this contract is not approved by the end of December, the agency will not have a blanket order to order office supplies. Contracts staff would have to individually quote products from different office supply vendors. There will be a delay for those in the agency waiting for supplies.

## **PUBLIC INVOLVEMENT**

Not applicable for this transaction.

## **LEGAL REVIEW**

JW 11/4/2004

**SOUND TRANSIT**

**MOTION NO. M2004-113**

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Chief Executive Officer to execute a contract with Keeney's Office Plus to provide office supplies for Sound Transit in an amount not to exceed \$550,000 starting January 1, 2005, for a period of three years.

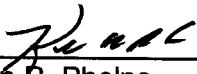
**Background:**

The current office supplies contract expires on December 31, 2004. As a result, an Invitation for Bid was issued on September 17, 2004. Keeney's Office Plus was selected as the low responsive responsible bidder. The General Services Center (GSC), the Agency's internal supplies, copy and mail center, orders office supplies for general agency use as stock inventory. Each Sound Transit department orders supplies on an as-needed basis.

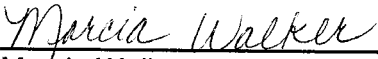
**Motion:**

It is hereby moved by the Finance Committee of the Central Puget Sound Regional Transit Authority that the Chief Executive Officer is authorized to execute a contract with Keeney's Office Plus to provide office supplies for Sound Transit in an amount not to exceed \$550,000 starting January 1, 2005 for a period of three years.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on November 18, 2004.

  
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Kevin R. Phelps  
Finance Committee Chair

ATTEST:

  
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Marcia Walker  
Board Administrator