

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2004-85

Boise Cascade Office Products Contract Amendment

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	8/19/04	Discussion/Possible Action	Vernon Stoner, Deputy Chief Executive Officer	(206) 398-5451

Contract/Agreement Type:	✓	Requested Action:	✓
Competitive Procurement		Execute New Contract/Agreement	
Sole Source		Amend Existing Contract/Agreement	✓
Interagency 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 amendment with Boise Cascade Office Products in the amount of \$100,000 to provide office supplies for a new total authorized contract amount not to exceed \$300,000.

KEY FEATURES

- Increases the current contract amount to cover anticipated office supplies expenditures through the contract expiration date of December 31, 2004.
- The Chief Executive Officer awarded a contract in April 2003 for \$185,000 to Boise Cascade Office Products as a result of a competitive Invitation for Bid process. A contract amendment for \$15,000 was executed in July 2004.
- A new competitive bid process is currently being prepared and an award of a contract is by January 1, 2005.

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 requested contract amount is within the adopted budget.

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 \$000)

Action Item: Contract with Boise Cascade for Office Supplies

	(A) Approved Contract Value	(B) Spent to Date	(C) Proposed Action	(D) Proposed Total Contract Value
Contract Budget				
Boise Cascade	200,000	200,000	100,000	300,000
Contingency	-	-	-	-
Total	200,000	200,000	100,000	300,000
Percent Contingency	-	-	0%	0%

Account to be Charged to:

	2004 Board Adopted Staff Budget	Spent to Date in 2004	This Action for 2004	2004 Suplus (Shortfall)
Office Supplies	193,000	66,623	100,000	26,377
Office Supplies - GSC	100,000	90,537	-	9,463
Total Account	293,000	157,160	100,000	35,840

Budget Shortfall

Level	\$	Revenues	Funding Source
NA	-	-	NA

Notes

The budget for this item is included in office supplies line on page 23 of 2004 adopted budget book.

M/W/DBE – SMALL BUSINESS PARTICIPATION

Prime Consultant/Contractor

Goals were not set on this contract because subcontracting was determined to be infeasible and improbable. Boise Cascade Office Products does not subcontract any portion of this contract. Suppliers that are certified as M/W/DBE are highlighted in red in the Boise catalog, and listed separately in a special index.

EEO Commitment

Boise Cascade Office Products workforce demographics are 49% women and 14% minorities.

HISTORY OF PROJECT

In October 2002, Sound Transit issued an Invitation for Bid for office supplies for a 21-month contract. Boise Cascade was the low responsive, responsible bidder and was awarded a \$185,000 contract which is within the Chief Executive Officer's authority. A contract amendment for \$15,000 was executed in July 2004 to bring the total contract value to \$200,000.

This contract is a requirements contract for expendable office supplies and furniture ordered on an as-needed basis.

The amendment increases the contract amount to allow office supplies and furniture to be ordered on an as-needed basis from Boise Cascade Office Products.

CONSEQUENCES OF DELAY

A delay beyond August 19, 2004 will require considerable staff time to individually quote office supply orders.

LEGAL REVIEW

JW 8/10/04

SOUND TRANSIT

MOTION NO. M2004-85

A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the Chief Executive Officer to execute a contract amendment with Boise Cascade Office Products in the amount of \$100,000 to provide office supplies for a new total authorized contract amount not to exceed \$300,000.

Background:

In October 2002, Sound Transit issued an Invitation for Bid for office supplies for a 21-month contract. Boise Cascade was the low responsive, responsible bidder and was awarded a \$185,000 contract which is within the Chief Executive Officer's authority. A contract amendment for \$15,000 was executed in July 2004 to bring the total contract value to \$200,000.

This contract is a requirements contract for expendable office supplies and furniture ordered on an as-needed basis.

The amendment increases the contract amount to allow office supplies and furniture to be ordered on an as-needed basis from Boise Cascade Office Products.

Motion:


A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority the Chief Executive Officer is authorized to execute a contract amendment with Boise Cascade Office Products in the amount of \$100,000 to provide office supplies for a new total authorized contract amount not to exceed \$300,000.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on August 19, 2004.



Kevin R. Phelps
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator