

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2008-31

Contract for Office Supplies

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Finance Committee	3/20/08	Discussion/Possible Action	Agnes Govern, Executive Director Linda Thomas, Contract Administrator	(206) 398-5037 (206) 398-5478

Contract/Agreement Type:	<input checked="" type="checkbox"/>	Requested Action:	<input checked="" type="checkbox"/>
Competitive Procurement	<input checked="" type="checkbox"/>	Execute New Contract/Agreement	<input checked="" type="checkbox"/>
Sole Source		Amend Existing Contract/Agreement	
Agreement with Other Jurisdiction(s)		Budget Amendment	
Real Estate		Property Acquisition	

PROJECT NAME

Office Supplies

PROPOSED ACTION

Authorizes the chief executive officer to execute a three-year contract with Keeney's Office Plus to provide office supplies for a total authorized contract amount not-to-exceed \$650,000.

KEY FEATURES of PROPOSED ACTION

- The contract is for office supplies for general agency use. Supplies 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, correction fluid, pens, computer disks and cleaners.
- The requested amount will cover all three years of the contract.

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 AND FINANCIAL PLAN DISCUSSION

These expenditures are included in the Adopted 2008 Budget of \$311k for office supplies. The total request of \$650k will be phased over three years, with an initial amount of approximately \$216k requested for the first year.

BUDGET TABLE

Action Item: Office Supplies Vendor request

	Adopted 2008 Budget	Spent to date in 2008	Contract Expenditures 2008	Remaining 2008 Budget
Current Year Budget				
Department - Office Supplies	311	-	216	95
				-
Total Account Category	311	-	216	95

Budget Shortfall

Level	Shortfall	Resources	Funding Source
N/A	-	-	N/A

Contract Spending Plan	Prior Year(s) Spending	2008 Spending	Future Expenditures	Total
Keeney Office Supplies Plus		216	434	650

Contract Budget	Current Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
Keeney Office Supplies Plus	650	-		650
Contingency	-	-		-
Total	650	-	-	650
Percent Contingency	-	-	-	-

Notes:

Budget for this item is included in the Sound Transit Staff Operating Budget Summary page 178 of the 2008 Board proposed budget document in the Material and Supplies section line item Office supplies. The 2009 / 2010 portion of the contract amount will be requested in the 2009 budget.

SMALL BUSINESS PARTICIPATION

Prime Consultant/Contractor

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

EEO Commitment

Keeney's Office Plus workforce demographics are 38% women, 19% minorities and 4% disabled. 60% of managerial staff is women. Keeney's Office Plus has committed to uphold all applicable state and federal EEO regulations.

PROJECT DESCRIPTION and BACKGROUND for PROPOSED ACTION

The current office supplies contract expires on March 31, 2008. An Invitation for Bid was issued on January 10, 2008, and Keeney's Office Plus was selected as the low responsive responsible bidder. The General Services Center (Sound Transit'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.

Keeney's Office Plus has made a conscientious effort to reuse, repair, recycle and reduce whenever and however possible to reduce its global carbon footprint. Of particular benefit to Sound Transit, Keeney's Office Plus is currently developing its website to feature "green" products and offer "green" recommendations.

Office supplies purchasing will be implemented consistent with guidelines and targets approved as a part of Sound Transit's Environmental Sustainability and Management System.

Prior Board/Committee Actions

None.

CONSEQUENCES of DELAY

If this contract is not approved by the end of March, 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 to this action.

ENVIRONMENTAL COMPLIANCE

SSK 2-27-08

LEGAL REVIEW

JW 3/4/08

SOUND TRANSIT

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A motion of the Finance Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a three-year contract with Keeney's Office Plus to provide office supplies for a total authorized contract amount not-to-exceed \$650,000.

Background:

The current office supplies contract expires on March 31, 2008. An Invitation for Bid was issued on January 10, 2008, and Keeney's Office Plus was selected as the low responsive responsible bidder. The General Services Center (Sound Transit'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.

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Office supplies purchasing will be implemented consistent with guidelines and targets approved as a part of Sound Transit's Environmental Sustainability and Management System.

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 three-year contract with Keeney's Office Plus to provide office supplies for a total authorized contract amount not-to-exceed \$650,000.

APPROVED by the Finance Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on March 20, 2008.



Aaron Reardon
Finance Committee Chair

ATTEST:



Marcia Walker
Board Administrator