

Honorable Mayor and Members  
Of the City Council  
City Hall  
Torrance, California

Members of the Council:

**Subject: Finance – Award purchase orders for annual requirement of office supply items. Expenditure: Not to exceed \$170,000.**

### **RECOMMENDATION**

Recommendation of the Finance Director that City Council award purchase orders in an aggregate amount not to exceed \$170,000 to Office Depot Business Services Division for the purchase of the City's annual requirement of office supply items on an as requested basis for the term of July 1, 2011 through June 30, 2012.

### **FUNDING**

Funding for the purchase of office supplies is available in each department's operating budget.

### **BACKGROUND**

The City participates in cooperative purchase opportunities for office supply products to allow the City of Torrance significantly reduced pricing for office supplies as a result of the large volume of office products purchased through a cooperative contract.

National Intergovernmental Purchasing Alliance (National IPA) is a cooperative purchasing organization established through a collaborative effort of public agencies across the United States with the specific purpose of reducing procurement costs by leveraging group volume without charging fees to participate.

In addition to the cost benefits, departments are able to order directly from Office Depot and receive next day delivery service. The Office Depot e-commerce site enables departments to view an on-line product catalog, obtain the City's contract pricing, track orders, and process returns on-line from their own desk top.

The amount recommended this year of \$170,000 is approximately three (3%) below last year's awarded purchase order amount and is twenty three percent (23%) below fiscal year 2008-09 purchase orders which totaled \$220,000.

**ANALYSIS**

The Torrance Municipal Code, "Section 22.3.15. EXCEPTION; COOPERATIVE PURCHASES" states..."

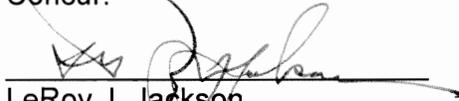
- a) The provisions of the Article shall not apply to purchases made pursuant to any cooperative governmental purchase program, which purchases shall be made in accordance with such procedures and regulations as shall be established by the City Manager.
- b) For the purposes of this Section, the term cooperative governmental purchase program shall mean any combination between the City of Torrance and any other public agency or public agencies for the joint purchase of property of services."

Respectfully submitted,



Eric E. Tsao  
Finance Director

Concur:



LeRoy J. Jackson  
City Manager