



CITY OF POMONA COUNCIL REPORT

June 17, 2024

To: Honorable Mayor and Members of the City Council

From: Anita D. Gutierrez, City Manager

Submitted By: Andrew Mowbray, Finance Director/City Treasurer

SUBJECT: APPROVAL OF PURCHASING OFFICE SUPPLIES FROM STAPLES, INC UNDER A COOPERATIVE AGREEMENT THROUGH SOURCEWELL

RECOMMENDATION:

It is recommended that the City Council take the following actions:

Approve the purchasing of office supplies through Staples, Inc. utilizing a cooperative agreement awarded by Sourcewell for a three-year period beginning July 1, 2024 through June 30, 2027.

EXECUTIVE SUMMARY:

Approval of this item will allow the City of Pomona (City) to purchase office supplies from Staples, Inc. for the period beginning July 1, 2024 through June 30, 2027. The purchase of office supplies annually exceeded \$150,000, which requires City Council (Council) approval.

SB1439/GOVERNMENT CODE §84308 APPLICABILITY:

When this box is checked, it indicates the agenda item is subject to the Levine Act SB1439 requirements. Councilmembers are reminded to check their campaign contributions and determine whether they have received a campaign contribution of \$250 or more that would require disclosure and/or recusal from discussing or acting on this agenda item. Campaign contributions of \$250 or more made 1) by any person or entity who is identified in the agenda report as the applicant or proposer or 2) on behalf of the applicant or participant, including a parent, subsidiary or otherwise related business entity, or 3) by any person who has a financial interest in the agenda item requires a councilmember to comply with SB1439.

FISCAL IMPACT:

None with the proposed action. Funding for office supplies is appropriated each fiscal year within each Department’s operating budget. Expenditures for office supplies are limited annually by each departments budgeted appropriations.

DISCUSSION:

Section 2-997 of the City Code authorizes the Procurement Officer to recommend a cooperative or “Piggyback” purchase on an awarded contract for services or equipment, entered into by other governmental agencies. The recommendation of the use of the Sourcwell agreement is a done after an extensive review of the process used to award this agreement. The lead agency on the request for proposal (RFP) is Sourcwell, a State of Minnesota local agency. Products available under the Cooperative Agreement include an extensive list of core office products, which have been discounted from the manufactures’ standard retail prices and allows the City to add up to 50 additional core items that meet the City’s needs.

Staples orders are placed on-line with next-day delivery. Utilizing Staples eliminates the need to keep large quantities of supplies in stock, thereby reducing administrative costs, staff resources and storage space required to manage office supply inventory and distribution. Orders to Staples for office supplies will continue to be on an as-needed basis and within the authorized budget for each City department and will continue to follow procurement policies.

Prepared by:

Ed Segura
Purchasing Manager