



Office of the City Manager

CONSENT CALENDAR  
March 10, 2020

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Henry Oyekanmi, Director, Finance

Subject: Contract: Blaisdell's Business Products for Office Supplies, Printing Paper, Small Equipment and Office Furniture

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a Contract with Blaisdell's Business Products for the purchase of miscellaneous office supplies, printing paper, small equipment and office furniture by piggy-backing off of Omnia Partners Region 4 ESC Contract No. R190301. The contract term will commence on March 15, 2020 through March 14, 2023 with the option of two consecutive single-year renewals for a total not to exceed amount of \$2,700,000 over a five year term, subject to the City's annual budget appropriation.

FISCAL IMPACTS OF RECOMMENDATION

City Departments spend an average annual amount of \$540,000 (approximately \$45,000 per month) in miscellaneous office supplies, printing paper, small equipment and office furniture and this trend is expected to continue throughout the life of the contract. In June 2018, the City consolidated the purchases of office supplies and 100% recycled paper under a single vendor; Blaisdell's Business Products, as a consequence of Blaisdell's acquisition of Give Something Back, the City's preferred supplier of 100% recycled paper. Expenditures for office supplies, printing paper, small equipment and office furniture are expected to amount to \$540,000 annually for a total cost over five years of \$2,700,000 through March 14, 2025.

CURRENT SITUATION AND ITS EFFECTS

The City currently purchases office supplies from Blaisdell's Business Products as authorized by Council Resolution No. 67,526-N.S. dated June 14, 2016. Resolution No. 67,526-N.S. authorized the City Manager to piggyback off of Alameda County Contract No. 900963 which is due to expire on March 31, 2020. Additionally, the City purchases 100% recycled paper from Blaisdell's Business Products since June 2018, after Blaisdell's Business Products bought Give Something Back. Give Something Back provided 100% recycled paper to the City as a result of City Council Resolution 67,115-N.S. that authorized the City Manager to piggyback off of Alameda County Contract No. 900962.

## BACKGROUND

Alameda County Contracts No. 900962 and No. 900963 are about to expire and the City seeks an alternative. General Services staff, after researching the market and analyzing City's current and future requirements for office supplies, determined Blaisdell's Business Products as the best solution to enhance procurement effectiveness and efficiency.

To continue with Blaisdell's Business Products the City now has the opportunity to piggyback off of Omnia Partners Region 4 ESC Contract No. R190301. Region 4 Education Service Center is part of Omnia Partners, a cooperative purchasing organization that serves more than 60,000 public entities and boasts roughly \$13 billion in purchasing power. On June 1, 2019 Region 4 concluded Contract No. R190301 for office supplies with Epic Business Essentials. Epic Business Essentials is a cooperative of independent local suppliers of office products and services and Blaisdell's Business Products is one of the cooperative members. By piggybacking off of Region 4 Contract, the City will secure office supplies' most advantageous prices in the next five years and, at the same time, add service value as a result of a long-term partnership with Blaisdell's Business Products.

## ENVIRONMENTAL SUSTAINABILITY

Omnia Partners Region 4 ESC awarded Contract No. R190301 through an RFP and the criteria adopted to secure responsiveness and responsibility of proposers included an evaluation of green or sustainability programs and social diversity initiatives. Moreover, Blaisdell's Business Solution displays a particular focus on sustainability which is corroborated by the following certifications: Certified Woman-Owned Business Enterprise, Certified member of the California Green Business Network of Alameda County, BBB Accredited Business. Specifically to the City of Berkeley, Blaisdell's Business Solution supported the implementation of the City's Environmentally Preferable Purchasing through an established re-use and recycle program.

## RATIONALE FOR RECOMMENDATION

General Services staff, after researching the market and analyzing City's current and future requirements for office supplies, elected Blaisdell's Business Products as the best option to fulfill City needs. Furthermore, it was determined that piggybacking off of Omnia Partners Region 4 ESC Contract No. R19030, as allowed by Section 67.2 of the Charter of the City of Berkeley, would be the best sourcing method since it would afford the City cost savings deriving mainly from the economies of scale of a large purchasing consortium and from lower transaction costs ensuing the avoidance of a City formal solicitation process.

## ALTERNATIVE ACTIONS CONSIDERED

The alternative considered was to conduct a formal bid solicitation. However, after researching the market, assessing departmental needs and considering transaction and eventual transition expenses, it was found that costs and risks of an RFP outweigh the

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benefits of piggybacking off of Region 4 Contract. A City RFP on its own will not improve pricing because of lack economies of scale.

CONTACT PERSON

Darryl Sweet, General Services Manager, Finance Department, 510-981-7329

Attachments:

1: Resolution

RESOLUTION NO. ##,##-N.S.

CONTRACT: BLAISDELL'S BUSINESS SOLUTIONS FOR OFFICE SUPPLIES,  
PRINTING PAPER, SMALL EQUIPMENT AND OFFICE FURNITURE

WHEREAS, all City departments need office supplies, printing paper, small equipment and office furniture to conduct daily activities; and

WHEREAS, City Council Resolution No. 67,526-N.S. authorized the City Manager to piggyback off of Alameda County Contract No. 900963 for the issuance of Purchase Orders to Blaisdell's Business Products for the purchase of office supplies, small equipment and office furniture to conduct daily activities; and

WHEREAS, City Council Resolution No. 67,115-N.S authorized the City Manager to piggyback off of Alameda County Contract No. 900962 for the issuance of Purchase Orders to Give Something Back for the purchase of 100% recycled paper; and

WHEREAS, Blaisdell's Business Products merged with Give Something Back in June 2018; and

WHEREAS, Contract No. 900963 term expired on June 30, 2019; and

WHEREAS, the City can piggyback off of Omnia Partners Region 4 ESC awarded Contract No. R190301; and

WHEREAS, Omnia Partners Region 4 ESC awarded Contract No. R190301 allows the City to secure office supplies, printing paper, small equipment and office furniture at most advantageous prices for the next five years and, at the same time, add service value as a result of a long-term partnership with Blaisdell's Business Products.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to enter into a Contract with Blaisdell's Business Products for the provision of office supplies, printing paper, small equipment and office furniture. The contract term will commence on March 15, 2020 through March 14, 2023 with the option of two consecutive single-year renewals for a total not to exceed amount of \$2,700,000 over a five year term, subject to the City's annual budget appropriation.