

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL WORKSHOP
JANUARY 8, 2008 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Office Supplies	✓ Resolution Ordinance ✓ Motion Discussion Only	Judy Buttny Finance Director

SYNOPSIS

A resolution is requested to authorize execution of an agreement for an Intergovernmental Cooperative Purchasing Agreement with U.S. Communities. A motion is requested to approve a purchasing contract for office supplies from Office Depot through the Intergovernmental Cooperative Purchasing Agreement with U.S. Communities.

STRATEGIC PLAN ALIGNMENT

The Five Year Plan Goals for 2007-2012 identified *Exceptional Municipal Organization*. A supporting objective of this goal is *Financially Sound and Sustainable Village Government*.

FISCAL IMPACT

The FY08 budget includes \$75,000 in the supply account for the purchase of supplies.

RECOMMENDATION

Approval on the January 15, 2008 consent agenda.

BACKGROUND

Bids for office supplies were sent out on September 27, 2007, to office supply vendors and also advertised on the Village's E-Procurement website and demandstar.com, in accordance with the purchasing policy. Bids were sent out in the mail to fifteen office supply vendors. The five firms that responded were Warehouse Direct, Office Depot, Quill Corporation, School Specialty and Standard Stationery Supply Co. In evaluating the bids, Warehouse Direct and Office Depot were the only firms that bid on all sixty-one items. Bid requests were based on a list of commonly used office supplies by Village departments. Larger purchases of furniture and office equipment valued over \$1,000 are not covered on this bid.

Intergovernmental purchasing cooperatives were also researched, both with the State of Illinois and U.S. Communities. U.S. Communities is a purchasing alliance which provides a national purchasing forum for local and state government agencies nationwide. Office Depot's prices, through the U.S. Communities contract, were lower than bids received through the Village's bid process by about 10 percent. The U.S. Communities contract has 500 core listed items discounted up to 85 percent off the manufacturer's list price. Other catalog items are discounted aggressively, averaging over 50 percent of list price. Transaction costs can be lowered through the use of Office Depot's two electronic ordering systems. For example, if 40 percent of the total transactions are made on-line, the Village will receive a reimbursement of 0.5 percent; for 80 percent on-line orders, the Village will receive a one percent discount. The Office Depot contract also allows us to purchase locally through the procurement card or store purchasing card in emergency situations.

ATTACHMENTS

Resolution
 Authorization of Master Agreement

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING EXECUTION OF REGISTRATION BETWEEN
THE VILLAGE OF DOWNERS GROVE AND US COMMUNITIES**

WHEREAS, the Village of Downers Grove, pursuant to the authority granted in the Intergovernmental Cooperation Act, 5 ILCS 220/2 and 5 ILCS 220/3, desires to participate in the U.S. Communities Cooperative Purchasing Alliance. Said Alliance is sponsored by the Association of School Business Officials International; the National Association of Counties; the National Institute of Governmental Purchasing; the National League of Cities and the United States Conference of Mayors;

WHEREAS, the Village of Downers Grove desires to participate for the purpose of fulfilling and executing its respective public governmental purposes, goals, objectives, programs and functions;

WHEREAS, the Village of Downers Grove has reviewed the benefits of participating in this program and based on this review has concluded the program will provide the best value to taxpayers of this Village of Downers Grove through the anticipated savings to be realized;

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That the Village of Downers Grove is authorized to participate in the U.S. Communities Cooperative Purchasing Alliance and that the Village Manager or designee is authorized to register for the U.S. Communities program on behalf of the Village of Downers Grove;
2. That the Village Manager and Village Clerk are hereby respectively authorized and directed for and on behalf of the Village to execute, attest, seal and deliver the Agreement, substantially in the form approved in the foregoing paragraph of this Resolution, together with such changes as the Manager shall deem necessary.
3. That the proper officials, agents and employees of the Village are hereby authorized and directed to take such further action as they may deem necessary or appropriate to perform all obligations and commitments of the Village in accordance with the provisions of the Agreement.
4. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.
5. That this Resolution shall be in full force and effect from and after its passage as provided by law.

Mayor

Passed:

Attest: _____
Village Clerk