

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL WORKSHOP
JANUARY 27, 2009

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

SYNOPSIS

A motion is requested to approve a contract with Shane's Office Supplies of Downers Grove, IL for the purchase of office supplies.

STRATEGIC PLAN ALIGNMENT

The Five Year Plan Goals for 2008-2013 identified *Exceptional Municipal Organization*. A supporting objective of this goal is *Financially Sound and Sustainable Village Government*.

FISCAL IMPACT

The FY09 budget includes \$78,722 in the General Fund for the purchase of office supplies. There is ample funding in the budget to allow for the purchases of office supplies

RECOMMENDATION

Approval on the February 3, 2009 consent agenda.

BACKGROUND

On October 21, 2008 the Village published a Call for Bids for office supplies. The Call for Bids was sent to ten office supply vendors, and also advertised on the Village's E-Procurement web-site and demandstar.com, in accordance with the purchasing policy. Bid information was requested on a list of commonly used office supplies by Village Departments. The purchase of furniture and miscellaneous office equipment valued over \$1,000 was not included on this bid. Four firms submitted bids (Warehouse Direct, Shane's Office Supplies, Office Depot and Quill).

Office Depot is the Village's current office supply vendor through an intergovernmental purchasing agreement with US Communities. Intergovernmental joint purchasing opportunities were again researched, with both the State of Illinois and US Communities. US Communities was unable able to provide updated pricing of items at bid time.

The prices of individual items included in the bid varied. None of the four bidders provided the lowest price on all items in the bid. Staff reviewed the Village's office supply purchasing history and bidders proposed prices for individual office supply items. Staff determined that Warehouse Direct submitted the bid with the lowest overall cost to the Village. Staff further determined that the bid submitted by Shane's Office Supplies was within 4.5% of the Warehouse Direct bid. The Village Purchasing Policy includes a local vendor preference that states purchase recommendations are to be made using vendors located within the corporate limits of the Village where two or more bids are substantially equal in price (equal to or less than a difference of 4.5%). The difference between Warehouse Direct and Shane's Office Supply on the list of commonly used office supplies is 2.9%. Shane's offers the free daily delivery and an electronic commerce incentive of 2% rebate will be given for all orders placed online, which will be paid as a credit to the account on a quarterly basis. In addition, Shane's is offering an 80% discount on all items purchased

from their catalog. Their municipal references include Sanitary District and Downers Grove Public Library, both of which were favorable.

Since Shane's does not have a walk in store, staff can still utilize the U.S. Communities Office Depot contract pricing to purchase locally with their purchasing card in emergency situations since the Village maintains its free membership with US Communities.

ATTACHMENTS

Contract Form

Campaign Disclosure Form

IV. BID/CONTRACT FORM

*****THIS BID WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF DOWNERS GROVE SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.**

Entire Block Must Be Completed When A Submitted Bid Is To Be Considered For Award

BIDDER:

Shanes Office Supply
Company Name

2717 Curtiss St.
Street Address of Company

Downers Grove, IL 60515
City, State, Zip

630.241.0995
Business Phone

630.241.0998
Fax

Date: 10/17/08

doug@eshanes.com
Email Address

Doug Apicella
Contact Name (Print)

630.589.7762
24-Hour Telephone

D Apicella
Signature of Officer, Partner or Sole Proprietor

Darlene Apicella, President
Print Name & Title

ATTEST: If a Corporation

[Signature]
Signature of Corporation Secretary

VILLAGE OF DOWNERS GROVE:

Authorized Signature

Title

Date

ATTEST:

Signature of Village Clerk

Date

In compliance with the specifications, the above-signed offers and agrees, if this Bid is accepted within 90 calendar days from the date of opening, to furnish any or all of the services upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.

CAMPAIGN DISCLOSURE CERTIFICATE

Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its bid submission, an executed Campaign Disclosure Certificate, attached hereto.

The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.

By signing the bid documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

Under penalty of perjury, I declare:

Bidder/vendor has not contributed to any elected Village position within the last five (5) years.

D. Apicella
Signature

Dorlene Apicella
Print Name

Bidder/vendor has contributed a campaign contribution to a current member of the Village Council within the last five (5) years.

Print the following information:

Name of Contributor: _____
(company or individual)

To whom contribution was made: _____

Year contribution made: _____ Amount: \$ _____

Signature

Print Name