

**VILLAGE OF DOWNERS GROVE  
REPORT FOR THE VILLAGE COUNCIL MEETING  
MARCH 16, 2010**

<b>SUBJECT:</b>	<b>TYPE:</b>	<b>SUBMITTED BY:</b>
Contract Extension for Office Supplies	✓ Resolution Ordinance Motion Discussion Only	Judy Buttny Finance Director

**SYNOPSIS**

A resolution has been prepared authorizing a two year contract extension with Shane's Office Supply of Downers Grove, IL for the purchase of office supplies.

**STRATEGIC PLAN ALIGNMENT**

The Five Year Plan Goals identified *Exceptional Services and Communication*.

**FISCAL IMPACT**

The FY10 budget includes \$68,000 in the General Fund for the purchase of office supplies.

**RECOMMENDATION**

Approval on the March 16, 2010 consent agenda.

**BACKGROUND**

Staff issued a request for bids for office supplies in January, 2010. The bid included common office supply items (folders, binders, notepads, calculators, etc.), but excluded paper, furniture and computer-related items. Office Depot and Shane's Office Supply both responded to the Village's bid. Staff evaluated the proposals in terms of the price for commonly purchased office supply items. The prices of individual items included in the bid varied. Neither Shane's nor Office Depot provided the lowest price on all items in the bid.

Staff determined that Shane's Office Supply submitted the bid with the lower cost for the majority of the commonly purchased office items. The Village currently maintains a contract with Shane's for office supply purchases. Based on the results of the bidding process, staff recommends extending the FY09-10 contract for a two-year period. Shane's Office Supplies has agreed to maintain their prices with no increase for items included in their bid. Shane's has provided the Village with excellent customer service in the past. Orders are placed on-line and are delivered the next day. Staff will continue to be able to purchase from the local Office Depot store in emergency situations.

**ATTACHMENTS**

- Resolution
- Extension Agreement

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING EXTENSION OF AN  
AGREEMENT BETWEEN THE VILLAGE OF DOWNERS GROVE  
AND SHANE'S OFFICE SUPPLY**

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

1. That the form and substance of a certain Extension Agreement (the "Agreement"), between the Village of Downers Grove (the "Village") and Shane's Office Supply (the "Provider"), for office supplies, as set forth in the form of the Agreement submitted to this meeting with the recommendation of the Village Manager, is hereby approved.

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

**EXTENSION TO THE CONTRACT BETWEEN  
THE VILLAGE OF DOWNERS GROVE AND  
SHANE'S OFFICE SUPPLY**

The Village of Downers Grove, Illinois (the "Village") and Shane's Office Supply ("Proposer") entered into an Agreement for office supplies on or about February 3, 2009. Pursuant to the terms stated therein, the parties desire to extend that contract for a two year period under the following terms:

1. All prior terms from the 2009/10 Agreement remain in full force and effect.
2. Shane's Office Supply agrees to provide the services at the same rate as listed in the 2009/10 Agreement.
3. This extension shall continue for a two-year period ending February 2, 2012.

**VILLAGE OF DOWNERS GROVE**

**SHANE'S OFFICE SUPPLY**

\_\_\_\_\_  
Ron Sandack, Mayor

\_\_\_\_\_  
Doug Apicella

Attest:

Attest:

\_\_\_\_\_  
April Holden, Village Clerk

\_\_\_\_\_  
Corporate Secretary

Date: \_\_\_\_\_

Date: \_\_\_\_\_