

**VILLAGE OF DOWNERS GROVE**  
**REPORT FOR THE VILLAGE COUNCIL MEETING**  
**FEBRUARY 4, 2014 AGENDA**

SUBJECT:	TYPE:	SUBMITTED BY:
Contract Extension for Office Supply Purchases	<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Motion <input type="checkbox"/> Discussion Only	Judy Buttny Finance Director

**SYNOPSIS**

A resolution has been prepared to authorize approval for a second contract extension with Shane’s Office Supplies for the purchase of office supplies. The extension of the contract will maintain the same office supply prices as provided for in the existing contract with Shane’s Office Supplies.

**STRATEGIC PLAN ALIGNMENT**

The goals for 2011 to 2018 identified identified *Steward of Fiscal and Environmental Sustainability*.

**FISCAL IMPACT**

The FY13 budget includes \$46,000 in the General Fund for the purchase of office supplies.

**RECOMMENDATION**

Approval on the February 4, 2014 consent agenda.

**BACKGROUND**

The office supply contract was competitively bid in fiscal year 2012, and Shane’s Office Supplies was approved as the low bidder. The Village entered into a one-year contract with the option for two one-year extensions. Shane’s has provided excellent customer service; orders are placed on line with next day free delivery for all in stock items. This agreement does not require the Village to purchase from Shane’s exclusively and staff will continue to have the ability to use other vendors as necessary.

**ATTACHMENTS**

- Contract Extension
- Resolution

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

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

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 (the "Agreement"), between the Village of Downers Grove (the "Village") and Shane's Office Supply Co. (the "Provider"), for the purchase of 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 AGREEMENT BETWEEN  
THE VILLAGE OF DOWNERS GROVE AND  
SHANE'S OFFICE SUPPLY CO.**

The Village of Downers Grove, Illinois and Shane's Office Supply Co. entered into an Agreement for the purchase of office supplies on or about February 7, 2012. Pursuant to the terms stated therein, the parties desire to extend that contract for a twelve-month period under the following terms:

1. Shane's Office Supply agrees to provide the office supplies at the same rates as listed in the February 7, 2012 Agreement.
2. All other terms from the 2012 Agreement remain in full force and effect.
3. This is the second of two optional extensions and it shall continue for a one-year period ending February 6, 2015.

**VILLAGE OF DOWNERS GROVE**

By: \_\_\_\_\_

Title: Village Manager

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

**SHANE'S OFFICE SUPPLY CO.**

By: Nicol Bayert

Title: VP

Date: 1/13/14