

VILLAGE OF DOWNERS GROVE
Report for the Village Council Meeting
4/5/2016

SUBJECT:	SUBMITTED BY:
Contract Extension for Office Supplies	Judy Buttny Finance Director

SYNOPSIS

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

STRATEGIC PLAN ALIGNMENT

The goals for 2015-2017 identified *Steward of Fiscal, Environmental and Neighborhood Sustainability*.

FISCAL IMPACT

The FY16 budget includes \$44,000 in the General Fund for the purchase of office supplies.

RECOMMENDATION

Approval on the April 5, 2016 consent agenda.

BACKGROUND

The office supply contract was competitively bid in 2015 and Shane's Office Supply was approved as low bidder. The Village entered into a one-year contract with the option for two one-year extensions. Shane's is a local vendor and has provided excellent customer service and free delivery for all in-stock items. The agreement does not require the Village to purchase from Shane's exclusively and staff will continue to have the ability to use other vendors when needed.

ATTACHMENTS

Resolution
Contract Extension

RESOLUTION NO. _____**A RESOLUTION AUTHORIZING EXECUTION OF AN EXTENSION
TO THE CONTRACT 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 (the "Agreement"), between the Village of Downers Grove (the "Village") and Shane's Office Supply ("Shane's"), 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 entered into an Agreement for OFFICE SUPPLIES on about APRIL 14, 2015. Pursuant to the terms stated therein, the parties desire to extend that contract for one year under the following terms:

1. Shane's Office Supply agrees to provide the office supplies at the same rates as listed in the April 14, 2015 agreement.
2. All other terms from the 2015 Agreement remain in full force and effect.
3. The first of two optional extensions shall continue for a one year period ending April 13, 2017.

VILLAGE OF DOWNERS GROVE

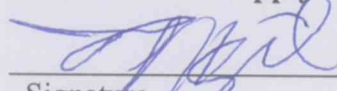
Signature – David Fieldman

Title – Village Manager

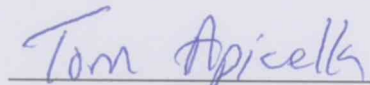
Attest: _____
April Holden, Village Clerk

Date: _____

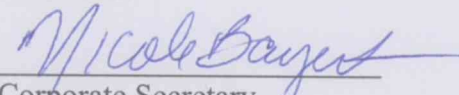
Shane's Office Supply



Signature



President

Attest: 

Corporate Secretary

Date: 3/1/16