

VILLAGE OF DOWNERS GROVE
Report for the Village
4/9/2019

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

SYNOPSIS

A resolution has been prepared requesting an amendment and a one-year extension with Warehouse Direct, Inc. of Des Plaines, Illinois for office supplies in an amount estimated to be \$55,000.

STRATEGIC PLAN ALIGNMENT

The goals for 2017-2019 identified *Steward of Financial, Environmental and Neighborhood Sustainability*, and *Exceptional Municipal Services*.

FISCAL IMPACT

The FY19 budget includes \$55,000 in the General Fund (Page 4-3, Line 16) for the purchase of office supplies.

RECOMMENDATION

Approval on the April 9, 2019 Consent Agenda.

BACKGROUND

In 2018, the Village issued a request for bids for office supplies. The bid included commonly used office supplies (folders, binders, notepads, calculators, etc.). The prices of individual items included in the bid varied. None of the companies provided the lowest price on all items in the bid. Staff determined that Warehouse Direct submitted the lowest cost for the majority of commonly purchased office supply items. A one-year contract with Warehouse Direct was authorized with an option for two one-year contract extensions.

Staff recommends awarding a one-year contract extension with Warehouse Direct, Inc. All terms of the 2018 agreement will remain the same except for a price increase on the following items:

Item Description	Current Price	New Price
Calendar Ruled Desk Pad (22 x 17)	\$2.49	\$2.75
Computer Printout Paper (8.5 x 11)	\$17.50	\$19.99
Clear Binder Indexes (8 tabs)	\$0.67	\$0.69
Highlighter	\$0.18	\$0.22
Paper Coffee Cups (pack of 50)	\$6.30	\$6.53

Warehouse Direct is also providing discounted pricing on one hundred fifty office supply items that were not listed on the initial bid. In addition to 2018, the Village used them in 2005 and 2006 for office supplies, and they provided excellent service as a vendor. The agreement does not require the Village to purchase from Warehouse Direct exclusively and staff will continue to have the ability to use other vendors.

ATTACHMENTS

Resolution

Contract Extension

Price Increases

RESOLUTION NO. ____

**A RESOLUTION AUTHORIZING EXECUTION OF
AN AMENDMENT AND EXTENSION TO THE AGREEMENT
BETWEEN THE VILLAGE OF DOWNERS GROVE
AND WAREHOUSE DIRECT, INC.**

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 Amendment and Extension (the "Agreement"), between the Village of Downers Grove (the "Village") and Warehouse Direct, Inc. ("Warehouse Direct"), 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

**AMENDMENT AND EXTENSION TO THE AGREEMENT
BETWEEN THE VILLAGE OF DOWNERS GROVE
AND WAREHOUSE DIRECT, INC.**

The Village of Downers Grove, Illinois and Warehouse Direct, Inc. entered into an Agreement for the provision of office supplies on or about April 17, 2018. Pursuant to the terms stated therein, the parties desire to extend that contract for a one-year period under the following terms:

1. Prices for the following items shall increase – calendar ruled desk pad; computer printout paper; index, binder ltr 8; highlighter desk; and hot cups, paper, 12 oz. (See Schedule of Prices attached hereto as Exhibit A.)
2. Prices for all other items shall remain the same.
3. All other terms from the 2018 Agreement remain in full force and effect.
4. The extension shall continue for a one-year period ending April 16, 2020.

VILLAGE OF DOWNERS GROVE

WAREHOUSE DIRECT, INC.

[Handwritten signature]

Attest:

Attest:

Celestina E. Ditrapani

April Holden, Village Clerk

Date: 03-22-19

Date: _____



EXHIBIT A: 2019 PRICE INCREASES

Village of Downers Grove

NOTE: PLEASE QUOTE EXACT STOCK NUMBERS. QUANTITIES ARE BASED ON ESTIMATED YEARLY USAGE.

	DESCRIPTION	ITEM NUMBER	ESTIMATED QUANTITY	PRICE EACH
1.	Adding Machine Single-Ply Paper Rolls 2.25"x1.50'	PMC08677	100	Each Roll .27 roll
2.	Binders View D_Ring 2 Inch	UNV20746 WHO 2DRW	50	Each Binder 1.99 ea
3.	Binders View 8 1/2 x 11 5, 1" White	UNV20962 WHO 1RRW	25	Each Binder 1.05 ea
4.	Binders View 11x8 1.5"	UNV20972 WHO 1SRW	25	Each Binder 1.27 ea
5.	Binder View 11x8 11x8.5.2" WH	UNV20982 WHO 2RRW	25	Each Binder 1.51 ea
6.	Cash Register Rolls 3"x225" BPA Free	PMC05210	100	Each .74 roll
7.	Calendar Ruled Desk Pad 22 x17	AAGSK2400	25	Each 2.49 ea
8.	Calendar Refill 3.5x6	AAGE71750	50	Each .79 ea
9.	Clip Binder Small	UNV10200	50	Each Box .17 oz
10.	Clip Binder Med.	UNV10210	25	Each Box .48 oz
11.	Clip Binder 3/4"	ACC72020	50	Each Box 1.20 oz
12.	Clip Binder Mini 1/2"	ACC72010	50	Each Box .14 oz
13.	Clip Binder Large	UNV10220	75	Each Box 1.20 oz
14.	Clip Binder, 15MM	UNV10199	25	Each Box .14 oz
15.	Clip #1 Gem, NonSkid, 1M	UNV72230	25	Each Box .28 oz

NEW
Price

2.75

Village of Downers Grove

	DESCRIPTION	ITEM NUMBER	ESTIMATED QUANTITY	PRICE EACH
16.	Clip Jumbo Smooth 100	UNV72220BX	10 Boxes	Each Box .28 BX
17.	Computer Print Out Paper 20# 9-1/2 x11	UNV15807	50 Boxes	Each Box 17.50 BX
18.	Envelopes CD/DVD ClearWindow White 50/Box	IVR39403	75	Each Box 3.00 Box / 50 .06 ea
19.	Envelopes CLSP 5X10 10	QUA37775	20 Boxes	Each Box 9.50 BX
20.	Envelopes Dept 10x13 2 Sided	UNV63568	10 Boxes	Each Box 15.90 BX
21.	Envelopes CLSP 9 x12 28#	UNV35264	10 Boxes	Each Box 6.20 BX
22.	File Jackets Manila Double Top 2" Exp Letter	WHD24920	100 Boxes	Each Box 12.75 BX
23.	Fluid Correct, All Purpose	BICWOC12WE	26 Bottles	Each .31 ea
24.	Folder MLA 1/3 CT, LTR,1	UNV12113	50 Boxes	Each Box 3.99 BX
25.	Folder 1/5 MAA LGL	UNV15115	25 Boxes 4.75	Each Box 7.75 BX
26.	Index, Binder Ltr 8 CLR/ ST	AVE11112	10 Sets	Each Pkg. 6.75 set .69
27.	Highlighter Desk	UNV08861	20	Each .18 ea .22
28.	Label Adrs 1x2 625 30/S	AVE5160	25 Each	Each Pkg. 6.75 BX
29.	Marker, Sharpie Twin	SAN32001	25 Each	Each .90 ea
30.	Pad Legal Ruled 8-5 x 11. 1 White	UNV20639	25 Pads	Each Doz. 5.55 DZ
31.	Pad Legal Ruled Ruled Perf, Ltr. Canary	UNV10630	25 Pads	Each Doz. 5.55 DZ
32.	Pen, JetStream. 7MM BK	SAN 73834	25	Each Doz. 1.30 ea
33.	Hot Cups, Paper 12 oz. Coffee Dreams Designs 50/pk	DXE5342CDPK	25	Each/Pk 6.30 PK 6.53

New
Price

19.99

9.50 BX

BX

BX

BX

.69

.22

BX

DZ

DZ

ea

6.53

Village of Downers Grove

New Price

	DESCRIPTION	ITEM NUMBER	ESTIMATED QUANTITY	PRICE EACH
34.	File Pockets Expanding	65792	50	Each .52 ea
35.	Poly Cover Notebook 9 3/8 x 6 Ruled Twin Wire Binding Blue Cover 80 Sheet	REDB4082 Cover 80 Sheet	35	Each 3.40 ea
36.	Pen,Rball,Vsnelt Bold	SAN69000	50 Each	Each Doz. 1.60 ea
37.	Pen,Jetstream RT RollerBall WaterproofPen Bold Black	SAN73832	50 Each	Each Doz. 1.30 ea
38.	Pen,Jetstream RT RollerBall WaterproofPen Bold Red	SAN73834	50 Each	Each Doz. 1.30 ea
39.	Pencil #2 Blackstonian	UNV55520	6 boxes	Each Doz .98 0z
40.	Post It Notes 1.5x2 12 PK	MMM653YW	100	Each/Pad .10 pad
41.	Post It Notes 4x6 5 CAYW	MMM6605SS	100	Each Pad 1.70 pad
42.	Post It Notes 3x3	MMM654YW	75	Each Pad .24 pad
43.	Ribbon Epson FX-890 BK	EPSS015329	30	Each 2.75 ea
44.	Rubber bands Size #33 3-1/2 X 1/8 640 Bands /1lb pack	UNV00133	50	Each Box 3.60 Bx
45.	Staples Chisel5M/Bx	UNV79000	100 Boxes	Each Box .47 Bx
46.	Storage Boxes Quick Set Up 65% recycled, 59% Post Consumer Legal	UNV-95221	25	Each Pk. 3.33 ea
47.	Tab Index 11/3 25PK CLR	AVE16221	25	Each Pk. 1.99 pk
48.	TapeCorrection 2/PK Side Wind-2P	UNV75609	20	Each Pk. 1.39 ea
49.	Invisible Tape 3/4" x 1000" 1" Core Clear 6/pack	UNV83410	25	Each Roll .59 roll
50.	Packing Tape HP260	DUC0007424	25	Each Roll 1.65 roll