

**MOTION NO. M2011-65**

A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract with Keeney's Office Supply, Inc. to provide office supplies for a total authorized amount not to exceed \$808,000, for a term of five years.

**BACKGROUND:**

Sound Transit acquires office supplies by contracting with an office supply company. The result of the procurement is a contract vehicle with competitively low pricing, ease of ordering, and consistency of service and quality standards. The current office supplies contract expires on August 31, 2011. As a result, an Invitation for Bid was issued on June 1, 2011. Keeney's Office Supply was selected as the low responsive, responsible bidder as a result of a competitive bidding process.

**MOTION:**

It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a contract with Keeney's Office Supply, Inc. to provide office supplies in for a total authorized amount not to exceed \$808,000, for a term of five years.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on August 18, 2011.



Dave Enslow  
Operations and Administration Committee Chair

ATTEST:



Marcia Walker  
Board Administrator