

MOTION NO. M2011-65
Authorize New Contract for Office Supplies

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	08/18/11	Final Action	Celia Kupersmith, Deputy Chief Executive Officer Linda Thomas, Senior Contracts Specialist

PROPOSED ACTION

Authorizes 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.

KEY FEATURES

- The contract with Keeney’s Office Supply (KOS) covers expendable office supplies such as binders, pens, paper clips, glue, tape, batteries, and computer disks.
- Sound Transit’s internal copy and mail center orders office supplies for general agency use as stock inventory. Each Sound Transit department orders supplies that are not stock inventory on an as-needed basis.

PROJECT DESCRIPTION

Sound Transit acquires office supplies by contracting with an office supply company. The result of the procurement is a contract with competitively low pricing, ease of ordering, and consistency of service and quality standards.

FISCAL INFORMATION

The Adopted 2011 Budget includes funding for office supplies, and the remaining budget adequately covers the spending expected for the rest of the year. Funding for 2012-2016 will be requested annually in future budgets.

BUDGET TABLE

Summary for Board Action (\$000s)

Action Item: Keeney's Office Supply

Current Year Budget	Adopted 2011 Budget (1)	Spent to date in 2011 (2)	2011 Committed to Date	2011 Budget Remaining
Agency - Office Supplies	254	71		183
				-
Total	254	71	-	183

Contract Spending Plan	Prior Year(s) Spending	2011 Spending	Future Expenditures (3)	Total
Keeney's Office Supply	-	45	763	808

Contract Budget	Approved Contract Value	Spent to Date	Proposed Action	Proposed Total Contract Value
Keeney's Office Supply	-	-	808	808
Contingency	-	-	-	-
Total Contract	-	-	808	808
Percent Contingency	-	-	0%	0%

Notes:

- (1) The Adopted 2011 Budget for Agency Office Supplies is located on page 86 of the Adopted 2011 Budget book.
 (2) Spend to date amounts include expenses thru June 2011.
 (3) The 2012-2016 portion of the contract will be requested in future budgets.

SMALL BUSINESS PARTICIPATION

The Sound Transit Goal is 0%.

Keeney's Office Supply is a WBE/DBE and Small Business according to SBA size standards, and will be performing 100% of this contract.

EQUAL EMPLOYMENT WORKFORCE PROFILE

Keeney's Office Supply has 30 employees. Fifty percent are women, and 10% are minorities. Fifty seven percent of management staff are women. Keeney's Office Supply has committed to uphold all applicable state and federal EEO regulations.

30 employees; 50% women; 10% minorities.

BACKGROUND

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.

Office supply purchasing will be implemented consistent with guidelines and targets approved as a part of Sound Transit's Environmental Sustainability and Management System. Keeney's Office Supply has made a conscientious effort to Re-Use, Repair, Re-Cycle and Reduce whenever and however possible to reduce their carbon footprint, which supports Sound Transit's Sustainability Plan.

ENVIRONMENTAL COMPLIANCE

SSK 7-27-11

TIME CONSTRAINTS

A one month delay for approval would not create a significant impact. The existing contract can be extended one month if necessary.

PUBLIC INVOLVEMENT

Not applicable to this action.

LEGAL REVIEW

JW 8-11-11