

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

August 20, 2019

Agenda Item: 5.6

Subject: Approve the Award of a Piggyback Contract for District-Wide Office Supplies via Office Depot through National Intergovernmental Purchasing Alliance Company (“National IPA”) Office and Educational Supplies.

Background: Staples office supply has been the District’s primary office supply vendor for a period of twenty-five (25) years, beginning in 1994 through July 2019. During that time, Staples quality of service, delivery and customer service had been impeccable. Over the past several years, however, District and College staff noticed, the once impeccable service provided by the Staples, began to drastically decline. Numerous complaints regarding inefficient service and delivery forced the District to begin negotiating with other potential suppliers. District staff met with Office Depot on numerous occasions, and were impressed by their dedicated customer service team, commitment to quality and overall service. Whereby, the District opted not to renew its agreement with Staples and enter into an agreement with Office Depot for a period of three years (3) with the option to renew two (2) additional years.

Under Public Contract Code Section 20652, the governing board of any community college district, without advertising for bids, and when that Board has determined that it is the best interests of the District, may authorize, by contract, to purchase materials and equipment utilizing piggyback-able contracts.

The initial contract term was effective on January 1, 2012 through December 31, 2012. However, the Contract was renewed by mutual agreement of the parties for eleven (11) additional one (1) year terms based on the current terms and conditions provided that the total Contract Term did not exceed twelve (12) years. Whereby, the contract extended through December 31, 2019 and with one four (4) year renewals through December 31, 2023.

Recommended Action: That the Board of Trustees approve the award of a piggyback contract for District-wide office supplies. It is further recommended that the Board authorize the Acting Vice Chancellor, Business Services to execute the purchase order on behalf of the District.

Funding Source: General Fund

Submitted: Douglas Roberts/Date

Approved: Ronald Gerhard/Date

APPROVED

DISAPPROVED

TABLED