



COMMISSIONERS COURT  
COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

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DATE: 04/02/2024

**SUBJECT: BID NO. 2023-022 ANNUAL CONTRACT FOR OFFICE SUPPLIES AND OTHER MISCELLANEOUS PRODUCTS - COUNTYWIDE - VARIOUS VENDORS - SAME CONTRACT TERMS AND DISCOUNT FROM LIST PRICE**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve price increase request submitted for items purchased under Bid No. 2023-022, Annual Contract for Office Supplies and Other Miscellaneous Products, Countywide, to Staples Contract & Commercial, LLC.

**BACKGROUND**

On December 6, 2022, the Commissioners Court, through Court Order #139845, awarded Bid No. 2023-022, Annual Contract for Office Supplies and Other Miscellaneous Products, Countywide, to the following vendors:

Primary Staples Contract & Commercial, LLC  
Secondary Preferred Office Products

On September 19, 2023, the Commissioners Court, through Court Order #141801, approved the first renewal option.

The award was based upon overall all low bid meeting specifications and contained options to renew for two (2) additional twelve (12) month periods.

The contract terms allow for price adjustments that do not exceed 5% of the current price of an item. Annual expenditures under this agreement are approximately \$404,380.93. The proposed price adjustments will impact two hundred and eleven (211) items. The average proposed price increase for these items is 3.8% higher than the current item pricing. The estimated dollar impact of the proposed price increases would be approximately \$333.07 annually. Staples Contract & Commercial, LLC has provided letters from their suppliers detailing the increased costs that are being imposed as evidence of the need for the requested price increase.

Therefore, it is the recommendation of Purchasing that the Commissioners Court approve the requested price increase for listed items purchased under Bid No. 2023-022, Annual Contract for Office Supplies and Other Miscellaneous Products, to Staples Contract & Commercial, LLC.

**FISCAL IMPACT**

Approximately \$404,380.93 was spent last year on these products. Orders are placed on an as-needed basis.

SUBMITTED BY:	Purchasing	PREPARED BY: APPROVED BY:	James Bocks, CPPB Chris Lax, CPSM, CPSD, CPCP
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